

**VETERANS OF FOREIGN WARS OF THE UNITED STATES
GENERAL MACARTHUR MEMORIAL POST 392 INC.
BY-LAWS (REVISED: DECEMBER 8, 1998)**

PREAMBLE

Being an intricate part of the Veterans of Foreign Wars of the United States of America, this Corporation, in accordance with the National By-Laws, shall at all times be under the direct control of the parent Post and all monies, properties and assets of every kind and nature, as well as all records in connection therewith used, held and owned by this Corporation is the property of the Post and must be placed in the care and custody of the Post Quartermaster.

- Section 1. By virtue of charter granted, this post shall be known as General MacArthur Memorial Post 392, Veterans of Foreign Wars of the United States, Incorporated.
- Section 2. The location of this Post shall be at 2408 Bowland Parkway, in the City of Virginia Beach, Commonwealth of Virginia.
- Section 3. These By-Laws shall become effective after adoption by this Post and after review approval by the Commander of the Department of Virginia and the Commander-in-Chief of the Veterans of Foreign Wars of United States.
- Section 4. For the purposes of this implement, the terms "Post" and "Corporation" shall be interchangeable.

ARTICLE 1 - MEMBERSHIP

- Section 1. The active and voting membership of this corporation shall at all times consist of and be confined to the active membership in good standing in General MacArthur Memorial Post Number 392, Veterans of Foreign Wars of the United States, with eligibility to, acquiring of, suspension from and discontinuance of membership being in accordance with the National Charter and By-Laws of the Veterans of Foreign Wars of the United States.
- Section 2. This incorporated subordinate unit of the Veterans of Foreign Wars shall, at all times, remain under the jurisdiction of and be governed according to the By-Laws of the Veterans of Foreign Wars of the United States. In the event that any provision of this Certificate of Incorporation conflicts with the National Charter and By-Laws of the veterans of Foreign Wars of the United Sates, such conflicting provisions shall be deemed null and void, and the National Charter and By-Laws shall, at all times, govern.
- Section 3. In the event of a dissolution of this corporation all of the assets shall be the property of General MacArthur Memorial Post Number 392 Veterans of Foreign Wars of the United States; and in the event of the simultaneous dissolution of this corporation and of the forfeiture of the charter issued by the Veterans of Foreign

Wars of the United States to said subordinate then, and in that event, title to all the assets of this corporation shall pass to the Veterans of Foreign Wars of the United States to be disposed of in accordance with the National By-Laws, rules and regulations of the said Veterans of Foreign Wars of the United States. At no time shall the assets of the corporation be distributed among the individual members thereof. To the extent the Articles of Incorporation of incorporated units provide that title to property shall pass to the Veterans of Foreign Wars of the United States in the event of simultaneous dissolution of the corporation and forfeiture of the charter, the disposition of such property will be made in accordance with Section 210, 309, 408 and 508 of the National By-Laws and Manual of Procedure.

- Section 4. The life membership dues of this Post shall be as established by the National By-Laws.
- Section 5. The annual dues of this Post shall be as established by the vote of membership but shall never be less than the amount required to cover the per capita tax assessed by National, Department and District.

ARTICLE II SUBORDINATION

- Section 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 Virginia, 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 Virginia. For the purposes of this Article and Section, Resolutions adopted by the National Convention are held to be lawful orders.

ARTICLE III MEETINGS

- Section 1. The regular meeting place of this Post shall be at 2408 Bowland Parkway, Virginia Beach, Virginia 23454. The Post will meet in on the first Tuesday of each month at 7:00 P.M. The Post may change its meeting place and/or time in accordance with the provisions of Section 207 206 of the National By-Laws and Manual of Procedure.
- Section 2. The Annual Meeting of the Corporation is held on the 1st Tuesday of May, to be called to order following the adjournment of the monthly meeting.
- Section 3. A quorum at any Corporation meeting shall consist of a minimum of two thirds of the Elected Officers and any members present but not less than 6 total members A majority of such quorum shall decide any question that may come before the

meeting.

- Section 4. Special meetings may be called in accordance with the provisions of the National By-Laws. Quorum at Special meetings shall be as noted in Section 3 of this Article. Notice of such Special meeting shall be given in writing to all members of the Corporation not less than 25 days prior to the convening of the Special meeting. It shall state the purpose or purposes of such special meeting. Only agenda item/s identified in the Notice may be discussed and voted in accordance with Section 203 of the National By-Laws and Manual of Procedure.
- Section 5. Notice of meetings, written or printed, for every regular meeting of the members, shall be prepared and mailed to the last known Post Office address of each member, via USPS or email and additionally posted on the Post Web Site, not less than thirty (30) days before any regular meeting, and if for a special meeting, not less than twenty five (25) days. Such notice of a Special Meeting shall state the object or objects thereof.
- Section 6. The Department of Virginia of the Veterans of Foreign Wars of the United States monthly sets a cutoff date for the reporting of Post membership. The Commander may, with the consent of three other elected officers, call a special meeting to in order to vote upon the application of new members to the Post in order to satisfy the Department requirement. Quorum at such meeting shall be not less than four elected officers of the Post and those members present but not less than six (6) total members. A majority vote of those present shall pass the motion.
- Section 7. The order of business at regular meetings, and as far as possible, at all other meetings of the members, shall be in accordance with the National By-Laws and Ritual.

ARTICLE IV OFFICERS

- Section 1. Eligibility to nomination, election or appointment, installation and term of office shall be in accordance with the provisions of the National By-Laws.
- Section 2. Officers of the corporation shall be in accordance with the National By-Laws. At a minimum, the officers of the Corporation shall consist of the following elected officers:
- Commander (**Corporation President**)
 - Senior Vice Commander (**Corporation Vice President**)
 - Junior Vice Commander (**Corporation Vice President**)
 - Quartermaster (**Corporation Treasurer**)
 - Chaplain
 - Surgeon
 - Judge Advocate
 - One (1) Year Trustee

Two (2) Year Trustee
Three (3) Year Trustee
~~One (1) Year House Committee Member~~
~~Two (2) Year House Committee Member~~
~~Three (3) Year House Committee Member~~
~~Four (4) Year House Committee Member~~
~~Five (5) Year House Committee Member~~

The Commander shall appoint the following officers:

Service Officer
Officer of the Day
Guard
Adjutant (**Corporation Secretary**)

The Officers of the Corporation shall serve without compensation, except for the Quartermaster and Adjutant, who shall be permitted to receive financial compensation for services and duties performed. Such compensation shall be recommended by the Commander and approved by the Post.

Section 3. Officers shall be elected for a term of one (1) year except as specified in Section 4 and Section 5 of this Article. Officers will assume their respective offices upon the installation of the incoming Department Commander. Officers shall relinquish their offices, the following year, upon the installation of the Department Commander and surrender all Corporation property and records held in their possession. Members of the Corporation may hold only one (1) elected office. Elected Committee Members may succeed themselves in elected office.

Section 4. At the Annual Post elections, a “Five Year House Committee Member” to the House Committee will be elected and the remaining four “House Committee Members” will move down in succession. Vacancies occurring during the year will be filled by the membership at the next Post meeting, providing notice is given ten (10) days prior to the election. ~~Elected committee members are not Post officers in accordance with Section 215 and 216 of the National By-Laws.~~

~~Five (5) Year House Committee Member~~
~~Four (4) Year House Committee Member~~
~~Three (3) Year House Committee Member~~
~~Two (2) Year House Committee Member~~
~~One (1) Year House Committee Member~~

Section 5. At the Annual Post elections, a Three Year Trustee of the Post will be elected and the remaining two Trustees will move down in succession. Vacancies occurring during the year will be filled by the membership at the next Post meeting, providing notice is given ten (10) days prior to the election.

Section 6. Vacancies shall be filled in accordance with the National By-Laws.

Section 7. 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 V COMMITTEES AND DUTIES

Section 1. All **standing** committees and their chairman 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 serve on all committees handling funds and will be the treasurer of such committees.

Section 2. The Standing Committees of the Post shall be as follows:
(Refer to the Appendix for **committee chairman and** details of responsibilities.)

- (A) Americanism
- (B) Buddy Poppy
- (C) Commander's Advisory
- (D) Community Activities
- (E) Hospital
- (F) House (Previously called Post Home)
- (G) Installation of Officers
- (H) Membership
- (I) News Letter
- (J) Past Commanders' Dinner
- (K) Picnic
- (L) Publicity
- (M) **ROTC Military Services**
- (N) Relief
- (O) Safety
- (P) Social Activities
- (Q) Voice of Democracy
- (R) Patriot's Pen**
- ~~(R S)~~ Ways and Means
- ~~(S T)~~ Youth/Boy Scouts/NJROTC
- (U) Legislative**

Section 3. The Post Commander shall, at his discretion, impanel committees to aid in conducting the work of the Corporation. The chairman of each committee shall be provided information as to the purpose, responsibilities, duration, fiscal restrictions and reporting requirements of the committee.

Section 4. No single individual, regardless of appointment or election, shall hold more than one seat on any one committee. Elected committee members are not Post Officers and accordingly may concurrently hold an elected Post office in accordance with Section 215 and 216 of the National By-Laws.

**ARTICLE VI
CONTROL OF SUBSIDIARY UNITS**

- Section 1. Any activity, unit or clubrooms sponsored, conducted or operated by the Corporation, incorporated separately from the Post or unincorporated, shall be at all times under the direct control of the Post.
- Section 2. For purposes of this implementation, the Ladies Auxiliary to the Veterans of Foreign Wars, the Men's Auxiliary to the Veterans of Foreign Wars, the Military Order of the Cootie and its Ladies Auxiliary are governed by Articles XI, XII and XIII respectively of the National By-Laws and Manual of Procedure of the Veterans of Foreign Wars and their respective By-Laws, rules and regulations.
- Section 3. In July of every year, all subsidiary units shall submit an annual financial/membership statement to the Post Commander.
- Section 4. 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.

**ARTICLE VII
EXPENDITURE OF FUNDS**

- Section 1. Expenditure of funds shall be made only as authorized by the Post Budget or 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. The Senior Vice Commander shall be a signatory on all Post accounts and will countersign checks and vouchers in the absence of the Post Commander.
- Section 2. The adoption of this article shall constitute authorization by the Post for the payment of bills, when and as due.
- Section 3. No other payment or expenditures shall be made except on the specific authorization of the Post in each and every case.
- Section 4. All expenditures on the approved budget shall be considered to have been specifically authorized.

**ARTICLE VIII
FUND RAISING PROMOTIONS/SOLICITATIONS**

- Section 1. The Corporation shall not solicit funds or donations or otherwise engage in fund-raising activities or projects outside the immediate geographical area or

community of the Post, unless by prior vote of the membership.

- Section 2. This Corporation shall not enter into any agreement with a promoter for the purpose of raising funds unless the said promoter shall have first furnished a good and sufficient surety bond in a principal sum sufficient to give the Post ample protection in the particular circumstances. The said bond shall be subject to the approval of the Post Advocate, bear the endorsement of the Post Commander and be kept in the possession of the Post Quartermaster. The bond will be conditioned on the payment to the Post Quartermaster of all monies due the Post as a result of the solicitation within thirty days of the close of the campaign. If the promoter has made satisfactory settlement within the thirty day period, then surety will be determined to be discharged, otherwise the bond will remain in full force and effect.
- Section 3. If the bond cannot be furnished, then all collections shall be made by the members of the Post sponsoring the campaign or entertainment and said funds shall be paid to a bonded officer of the Post who shall hold the funds in his custody pending proper pro rata distribution.
- Section 4. Fund-raising organizations or individuals conducting solicitations, activities or projects for a profit shall not be engaged or used by the Post for such purpose unless such engagement is made by written agreement between the Post and the organization or individuals providing those services. The form of any such written agreement must be submitted to the Department Commander for review at least thirty days prior to any Post entering into any such agreement.
- Section 5. Unless previously authorized by the Post Commander, no solicitations or tickets sales shall be permitted within the confines of the Post property.

ARTICLE IX MISCELLANEOUS

- Section 1. Every member of this Post shall keep the Post Adjutant and Quartermaster advised of his current address by promptly reporting any change of same.
- Section 2. In all Post procedures not provided for by the Congressional Charter and By-Laws or these By-Laws, Demeter's Manual shall be the Authority. It shall be the duty of the Post Advocate, when called upon by the Post Commander, to advise the Post Commander on the proper rule or order.
- Section 3. Any member of the Post, who has a vested interest in any action by the Post, must absent himself/herself from a vote concerning that action.

ARTICLE X SPEECHES

Section 1. No member will be permitted to speak on any one subject (Pro or Con) more than twice; and the first time no longer than five (5) minutes, and the second time no longer than three (3) minutes, with the exception of a committee report and recommendations and visiting guests who have a message to impart, or as called upon by the Post Commander.

ARTICLE XI AMENDMENTS

Section 1. Unless otherwise provided for in Post By-Laws, these By-Laws may be amended by the Post by a two-thirds vote of the members present at a stated meeting thereof provided; however, such amendments have been read at the preceding stated meeting and in accordance with Section 202 of the National By-Laws and Manual of Procedure, and each member notified, at least seven (7) days in advance by first class mail/newsletter, of the contents of the amendments and the date on which the proposed amendments are to be presented for adoption. All amendments shall be forwarded through channels and reviewed by the Department Commander and the Commander-in-Chief before becoming effective.

Section 2. Wherever these By-Laws or subsequent amendments may be found to be in conflict with the present or any future National By-Laws and By-Laws of the Department the latter shall prevail and be binding upon this Post as though written herein.

Section 3. Upon the enactment of any change to these By-Laws, it shall be the duty of the Post Adjutant to prepare a letter of transmittal for the Commander's signature to be sent to National, via Department of Virginia. Upon the receiving of a positive endorsement from National, similar correspondence shall be prepared and sent to Commonwealth of Virginia offices as may be required by law.

APPENDIX A

Americanism

Chairman: The chairman shall be appointed by the Commander. The chairman will appoint his/her committee members.

Responsibilities: The Committee shall coordinate the Post's involvement in all parades. It shall cause the appropriate commemoration of all National Holidays and other dates of significance to the VFW, to include but not limited to:

January 27, Signing of the Vietnam Peace Accord, 1973

February 15, Sinking of U.S.S. Maine, 1898

February, third Monday, Presidents' Day

May 1, Loyalty Day

May 8, VE Day: German unconditional surrender signed, 1945

May 30, Memorial Day

June 6, D day: Allied invasion of Europe, 1944

June 14, Flag Day, 1977 adoption of our national ensign, 1916

July 4, Independence Day

July 27, Signing of the Korean Armistice, 1953

September 2, VJ Day, Japan surrendered ending World War II fighting, 1945

September, third Friday, POW/MIA Recognition Day

November 11, Veterans Day, Signing World War I Armistice, 1918

December 7, Pearl Harbor Day, 1941

Fiscal: The Committee shall submit all funding requests to the Post.

Reports: The Committee shall report its activities at the General Membership Meeting and to the Community Activities Committee Chairman. The Community Activities Committee shall provide Americanism Report forms for the submission of such reports. The Committee will report at the General Membership Meeting and provide completed reports to the Community Activities Committee Chairman.

APPENDIX B

Buddy Poppy Committee

Chairman: The chairman shall be ~~the Post Junior Vice Commander unless otherwise~~ appointed by the Commander. The Chairman shall appoint his/her own committee members ~~and coordinate with the Ladies Auxiliary.~~

Responsibilities: The Committee shall recommend the purchase of Poppies and related supplies, obtain permission to sell from the local military bases and merchants, recruit members to sell, for the Memorial Day and Veterans Day Holiday periods. The Committee shall be responsible for obtaining any necessary permit/s from the City of Virginia Beach.

Fiscal: The Committee shall submit all funding requests to the Post.

Reports: The Committee shall report its activities ~~at the General Membership Meeting~~ and to the Community Activities Committee Chairman. The Community Activities Committee shall provide ~~Community Activities Report forms for the submission of such reports. The Committee will report at the General Membership Meeting and provide completed reports to the Community Activities Committee Chairman.~~

APPENDIX C

Commander's Advisory Committee

Chairman: The chairman shall be appointed by the Commander. All surviving Past Post Commanders shall serve as Committee members.

Responsibilities: The Committee shall, when called upon by the Commander or when determined to be appropriate and correct, advise the Commander on all matters concerning the functions of the Post.

Fiscal: The Committee shall submit all funding requests to the Post.

Reports: The Committee shall report to the Commander. The Committee shall, when appropriate, report to the Post floor.

APPENDIX D

Community Activities Committee

Chairman: The chairman shall be the Junior Vice Commander, unless otherwise appointed by the Commander. The chairman will appoint his/her committee members.

Responsibilities: The Committee shall coordinate all Post community activity programs including National Citizenship Education Teacher Award and Volunteer Awards. It shall plan and coordinate the Annual Community Awards Ceremony for recipients of Voice of Democracy, Patriots' Pen, Public Servants for Emergency Medical Technician, Law Enforcement, and Firefighters and National Citizenship Education Teacher Award.

The Committee shall provide the below listed forms for the use of the various committees of the Post for the reporting of their activities.

- Americanism Report
- Community Activities Report
- Deceased Comrade
- Homeless Report
- Hospital Report
- Safety Report
- Youth Activity Report
- Adopt-A-Unit Report

Fiscal: The Committee shall submit all funding requests to the Post.

Reports: The Committee shall submit all community activity reports to ~~(as required by~~ National and the Department of Virginia, ~~as required) to the Department of Virginia~~. The Committee shall report at the General Membership Meeting.

APPENDIX E

Hospital Committee

Chairman: The chairman shall be the Surgeon or as appointed by the Commander. All elected officers of the Post shall serve as committee members.

Responsibilities: To provide comfort and support to Veterans in Nursing Homes, Hospitals or confined at home. The Committee shall coordinate its activity with the Relief Committee.

Fiscal: The Committee shall be authorized an annual expenditure as determined by the Post Budget. Additional funding requirements shall be submitted to the Post.

Reports: The Committee shall report its activities at the General Membership Meeting and to the Community Activities Committee Chairman. The Community Activities Committee shall provide Hospital Report forms for the submission of such reports. The Committee will report at the General Membership Meeting and provide completed reports to the Community Activities Committee Chairman.

APPENDIX F

House Committee

Composition

A. The House Committee shall be comprised of eleven (11) voting members as follows:

By virtue of their office, the following:

1. Post Commander
2. Post Senior Vice Commander
3. Post Junior Vice Commander
4. Post Quartermaster

Elected by the Post for a term as prescribed in Article IV Section 4 of these By-Laws.

5. One (1) Year House Committee Member
6. Two (2) Year House Committee Member
7. Three (3) Year House Committee Member
8. Four (4) Year House Committee Member
9. Five (5) Year House Committee Member

Elected / appointed by the Ladies Auxiliary for a term of one (1) year.

10. Ladies Auxiliary House Committee Member
11. Ladies Auxiliary House Committee Member

B. Prior to July 1, the members that will sit the incoming House Committee will meet to nominate and elect the following officers of the Committee:

1. Chairman
2. Vice-Chairman
3. Recorder
4. The Post Quartermaster, by virtue of his office, shall be the Treasurer of the House Committee.

C. Neither the Post Commander nor either of the Ladies Auxiliary House Committee Members is eligible to serve as House Committee Chairman or House Committee Vice-Chairman.

Removal of Committee Members:

A. Any or all members of the Committee may be removed from office at any regular or special meeting of the Post. Procedures shall be in accordance with **Section 220 of the National Constitution and By-Laws and Manual of Procedure.**

Duties of Officers

A. The Officers of the House Committee shall be a Chairman, a Vice-Chairman, Recorder and Treasurer. The Chairman, Vice-Chairman and Recorder shall be elected by the members of the Committee to a one-year term of office and shall hold office until their successors are elected and qualify. The Treasurer shall be the Quartermaster of the Post and shall hold office until his/her successor is elected and qualified.

B. The Chairman shall preside at all meetings and shall have general supervision of the affairs of the Committee. The Chairman shall be the only non-voting member of the House Committee. He/she will have authority to vote only when there is no majority of the ~~Board~~ committee. He/she shall be the custodian of all property of the Canteen. He/she shall be responsible for their safekeeping, preservation, accessibility for inspection, and shall permit the removal of property only with the approval of the majority of the Committee. He/she shall verify receipt of stocks of merchandise and be responsible of the safekeeping thereof. He/she shall be responsible for the receipt, safekeeping, deposit, disbursement and accountability of funds. He/she shall assign duties and supervise the work of the employees paid from Corporation funds; and shall establish working hours. Rate of pay is subject to approval of the majority of the ~~Board of Directors~~ House Committee. He/she shall remove employees for cause or when conditions dictate. He/she shall immediately dismiss any employee found guilty of theft from the Corporation or found guilty of violation of Virginia State ABC rules or regulations.

C. The Vice-Chairman shall assist the Chairman as necessary or as requested by the Chairman. In the temporary absence of the Chairman, the Vice-Chairman shall assume his/her duties.

D. The Quartermaster/Treasurer shall keep the House Committee books and shall have custody of all funds of the Corporation, and deposit same in the name of the Corporation in such bank or banks as the Post may direct. He/she shall, at all times, exhibit his/her books and accounts to any Corporation Officer, House Committee Member or member of the Corporation upon application at the office of the Corporation. He/she 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.

E. The Recorder issues notice for all meetings and shall keep the minutes. He/she shall also make such reports and perform such other duties as are incidental to his/her office or as properly required of him/her by the Committee.

F. The Post Canteen Manager shall be an exofficio member of the Committee with no voting rights. If elected as a Corporation Officer, he/she shall have no vote on issues that affect the duties of the Canteen Manager. ~~Any member of the Committee, who has a vested interest in any action by the Committee, must absent him/herself from a vote concerning that action.~~—The Canteen Manager shall function by the direction of the House Committee Chairman.

G. A member may not vote for direct personal interest. Any member of the Committee, who has a vested interest in any action by the Committee, is required to absent

him/herself from a vote concerning that action.

g H. PERMANENT RELIEF: When the Chairman is relieved, he/she shall transfer to his/her successor and his/her successor shall receipt to him/her thereof, all funds, merchandise and equipment thereof, all merchandise and equipment as determined by physical inventories, and all records, accounts, vouchers, insurance policies and bank accounts, with notation of all shortages, missing documents or other deficiencies. A statement to the effect that this has been done shall be prepared in triplicate and signed by the officer being relieved and the officer relieving him/her. The original shall be delivered to the Post Commander for permanent record and each officer shall retain a copy. If the relieving officer considers any item in connection with the transfer unsatisfactory, he/she shall so indicate.

Meetings

A. A regular meeting of the House Committee shall be held at 2408 Bowland Parkway, Virginia Beach, Virginia, within ten (10) days prior to the Post meeting, or as determined by a majority vote of the Post.

B. Special meetings of the House Committee are to be held at 2408 Bowland Parkway, Virginia Beach, Virginia, and may be called at any time by the Chairman, or any two (2) members of the House Committee.

C. A quorum, at any Committee meeting, shall consist of a majority of the entire membership of the Committee. A majority of such quorum shall decide any question that may come before the Committee.

D. The order of business at any regular or special meeting of the House Committee shall be as follows:

1. Roll call of Officers
2. Reading and disposal of any unapproved minutes
3. Reports of officers and committees
4. Unfinished business
5. New business
6. Adjournment

Responsibilities

A. The members of the House Committee shall be elected by the Post and Ladies Auxiliary members to manage certain matters related to the Post property including the operation of the Post Club Rooms and/or Canteen. Trustees of the Post shall not serve on the House Committee. In addition, it shall manage and safeguard the Charitable Gaming Account. It shall recommend expenditures from the Charitable Gaming Account to the Post. It is empowered to make expenditures of an emergency nature from the Charitable Gaming Account. Proper reports shall be made to the Post of all expenditures.

B. The House Committee shall recognize the following categories of visitors to the Canteen and other social quarters and accord each of them the privileges as noted:

1. Member in good standing of General MacArthur Memorial Post 392. Unrestricted privileges.
2. Member in good standing of General MacArthur Memorial Post 392 Ladies Auxiliary. Unrestricted privileges.
3. Visiting member, in good standing, of a VFW Post or Ladies Auxiliary. Unrestricted privileges, except bottles of spirits may not be left overnight and member does not have the right to vote.
4. Visiting non-member guest of a VFW member or of Ladies Auxiliary member. The sponsor shall sign his/her guest into the Guest Book. The VFW member or Ladies Auxiliary member is responsible for the conduct of their guest. The guest will vacate the Canteen when the sponsor departs or may remain if signed in by another Post or Ladies Auxiliary member in good standing.
5. Visiting Social member of a VFW or Ladies Auxiliary. Such member must be sponsored by a member in good standing. Otherwise, service shall be refused.
6. Visiting non-member and not sponsored. Service shall be refused.

C. The House Committee shall be responsible for the maintenance of the quarters, equipment therein and grounds.

D. The House 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. Such rental shall be in accordance with Virginia ABC regulations.

E. The House Committee may authorize such expenditures for emergency repairs and janitorial supplies as may be necessary for the preservation and protection of the Post's quarters, equipment and property. Such expenditures may be drawn from the Canteen Account. A report shall be made to the Post.

F. All monies received by the House Committee through the sub-rental of the Post's quarters or other sources shall be deposited with the Post Quartermaster.

G. All expenditures by the House Committee shall be made only by check drawn by the Quartermaster. All such checks shall be signed by the Quartermaster, and countersigned by the Post Commander.

Fiscal

A. The House Committee shall be responsible for the payment of the monthly debts of the Corporation which shall include the mortgage, utilities and those debts that are coincidental to the conduct of a canteen operation.

B. The House Committee shall establish and maintain a bank checking account for the deposit and withdrawal of funds for conduct of the canteen operation. All expenditures of

the Committee shall be made only by check drawn by the Quartermaster. All such checks shall be signed by the Quartermaster, and countersigned by ~~Post Commander~~ the Canteen Manager. In the absence of the Canteen Manager and/or Quartermaster, the House Committee Chairman and/or Post Commander is authorized to countersign.

C. The financial records of the House Committee shall be audited by the Corporation Trustees a minimum of once each month. Additional audits may be called at the discretion of the Trustees or the Commander. The House Committee may request additional audits.

D. The House Committee is responsible for the application, payment and display of all licenses incident to the operation of the canteen.

E. The House Committee shall periodically, as required by the Commonwealth of Virginia Laws and United States Federal Laws make reports and payments that may be owed by the Corporation.

Reports

A. The House Committee shall make the following reports to the Post at the monthly General Membership Meeting:

1. Detailed Canteen Fund financial report (provided by Quartermaster).
2. Detailed Charitable Gaming Account financial report (provided by Quartermaster).
3. Synopsis Minutes of House Committee meetings.
4. Request/s for major expenditure/s from ~~the Canteen or~~ Charitable Gaming Accounts.

Records

A. The House Committee shall maintain seven (7) years of financial records.

B. The House Committee shall maintain, in perpetuity, the minutes of all meetings.

Inventory

A. The House Committee shall be responsible for the following:

1. Maintain a running inventory of consumables.
2. Conduct a monthly sight inventory of consumables.
3. Maintain an inventory of all Corporation non-consumable property.
4. Conduct an annual sight inventory of all non-consumable Corporation property.
5. Dispose of non-consumable Corporation property declared to be in excess or is declared as unfit for further use. Such action/s shall be duly recorded on the appropriate inventory records and reported to the Post.

Charitable Gaming Account

A. The House Committee is charged with the operation and maintenance of the Charitable Gaming Account. The House Committee responsibilities shall include the following:

1. Maintain funds in a separate bank account.
2. Pay applicable Virginia State licensing and accounting fees.
3. Operate and maintain the Pop-Open Machine.
4. Maintain sufficient ticket inventory
5. Prepare and submit required reports to the Commonwealth of Virginia
6. Report monthly to the Post.
7. Submit financial records to a monthly audit by the Corporation Trustees.
8. Expend funds for emergencies
9. Recommend expenditures for repairs, replacements and upgrades.
10. Invest funds as may be appropriate for increased revenue growth.

Provide and Enforce Rules

A. It shall be the duty of the House Committee to

1. Publish and post, in a conspicuous place or places, the rules for the regulation of conduct in the rooms maintained for social purposes by this Corporation. Included in these rules and regulations, shall be penalties provided for the breach of such rules and regulations, as may be provided.

2. Publish ~~and have available to the members of this Corporation,~~ the rules and operating procedures regulating the business procedures of this Corporation ~~and have them available to the members of this Corporation.~~

B. The "Social Quarters" shall be defined as all spaces, internal and external, owned by the Corporation. Social Quarters Rules are as follow:

SOCIAL QUARTERS RULES

1. Each regular member shall be allowed the privilege of having guests on property owned and maintained by this Corporation. 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.

2. All VFW members and members of the Ladies 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 Corporation. ~~Spouses of~~ Post or Ladies Auxiliary members' ~~spouses~~ do not have to be signed in when accompanied by the member, but will have to be signed in if alone.

3. A guest must be signed in the "Guest Log" and members must be present with their guests at all times in the Social Quarters. No member shall be served until his/her guest/s have been signed in.

4. 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 Corporation.
5. Canteen funds shall not be used to finance official entertainment, free parties or reduced rate parties, for any individual or group. Reduced bar or food prices for special events in which Corporation members may participate, may be authorized by the House Committee.
6. 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.
7. 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 by a member in good standing.
8. The bartender/manager shall have the authority to suspend the social privileges of any member violating Corporation rules, regulations or By-Laws for seventy two (72) hours. The **President House Committee Chairman** must then notify the member that his/her suspension will remain in effect until the accused appears before a meeting of the House Committee. The **President House Committee Chairman** has seventy two (72) hours to provide notification in writing.
 - a. When the House Committee has rendered a decision, it will be in writing to the accused. The House Committee will have the power to suspend any violator of Corporation rules, regulations and By-Laws.
 - b. In the event the member has appeared before the House Committee for an offense and is not satisfied with the decision rendered by the House Committee, he/she may appeal this decision in writing within thirty (30) days to the Post floor, where it will be acted upon by the members present.
9. Redress to grievance. If there is a problem, real or perceived, the following procedures shall be initiated by any member in good standing.
 - a. Determine if a problem does exist.
 - b. Converse with the individual or individuals with which the problem exists
 - c. Inform the Canteen Manager of the situation and request resolution.
 - d. Inform the House Committee Chairman of the situation and request resolution.
 - e. Present the situation in the form of a formal written complaint to the House Committee and request resolution.
 - f. Present the formal written complaint to the Post floor and request resolution. The decision of the floor is final.
10. No person under legal age shall be served alcoholic beverages of any kind.

11. 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.

12. Minors 18 and under, unless a member of the Post, Ladies Auxiliary or spouse of a member of the Post or Ladies Auxiliary, will be restricted to a 9:00 p.m. curfew, unless for a special function or by act of the House Committee or Corporation. No minor under legal drinking age will be seated at the bar or allowed to purchase alcohol/tobacco in accordance with Virginia Law.

13. 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 these By-Laws.

APPENDIX G

Installation of Officers Committee

Chairman: The chairman shall be as appointed by the Commander. The chairman will appoint his/her own committee.

Responsibilities: The Committee is responsible for planning and executing the annual Installation of Officers.

Fiscal: The Committee is authorized to expend funds as may be authorized by the Post budget. The Committee shall submit all other funding requests to the Post.

Reports: The Committee shall report at the General Membership Meeting.

APPENDIX H

Membership Committee.

Chairman: The chairman shall be the Post Senior Vice Commander unless otherwise appointed by the Commander. The Chairman shall appoint his/her own committee members. The Quartermaster shall serve as a Committee member.

Responsibilities: The Committee shall be responsible for recruitment of new and reinstated members. It shall be responsible for the retention of all annual members. It shall be responsible for the recruitment of new life members. The Committee shall call upon the members of the Post for assistance in the execution of its responsibilities.

Fiscal: The Committee's authorization to expend Post funds is restricted to cost of production and mailing of recruitment letters and notices. All other expenditures require Post approval.

Reports: The Committee shall report the membership status at each Post General Membership meeting.

APPENDIX I

Newsletter Committee

Chairman: The chairman shall be the Post Senior Vice Commander unless otherwise appointed by the Commander. The Quartermaster and Adjutant shall serve as Committee members.

Responsibilities: The Committee is responsible for the production and distribution of the Post monthly newsletter. The Committee shall solicit inputs from the Post, Ladies Auxiliary, Military Order of the Cootie, Military Order of the Cootie Auxiliary and House Committee for inclusion in the newsletter. The Commander or his appointed representative shall review each newsletter prior to its production printing.

Fiscal: The Committee is authorized to expend funds for the production and distribution of the monthly newsletter. The annual expenditure shall not exceed that authorized by the Post Budget. The Committee shall submit all other funding requests to the Post.

Reports: The Committee shall report to the membership at each General Membership Meeting.

APPENDIX J

Past Commanders' / Past Presidents' Dinner Committee

Chairman: The chairman shall be as appointed by the Commander. The chairman will appoint his/her own committee members.

Responsibilities: The Committee is responsible for the planning and execution of the annual Past Post Commanders' / Past Ladies Auxiliary Presidents' Dinner. It shall cause written invitations to the dinner to be sent to all surviving Past Commanders and Past Presidents of VFW Post 392. It shall coordinate its activity with the counterpart committee of the Ladies Auxiliary.

Fiscal: The Committee is permitted to expend funds as may be authorized in the Post budget. The Committee shall submit all other funding requests to the Post.

Reports: The Committee shall report at the General Membership meeting.

APPENDIX K

Picnic Committee

Chairman: The chairman shall be ~~the Junior Vice Commander unless otherwise~~ appointed by the Commander. The Chairman shall appoint his/her committee members ~~and coordinate with the Ladies Auxiliary.~~

Responsibilities: The Committee shall plan and execute the Post Annual Picnic.

Fiscal: The Committee is authorized to expend funds as may be authorized by the Post budget. The Committee shall submit all additional funding requests to the Post.

Reports: The Committee shall report at the General Membership Meeting.

APPENDIX L

Publicity Committee (Public Affairs)

Chairman: The chairman shall be as appointed by the Commander. The chairman will appoint his/her committee members.

Responsibilities: The Committee shall be responsible for drafting and issuing notices and reports for publication and broadcast in the local media. All notices and reports shall be reviewed by the Commander prior to issue.

Fiscal: The Committee shall submit all funding requests to the Post.

Reports: The Committee will report at the General Membership Meeting.

APPENDIX M

Military Services Committee

Chairman: The chairman shall be appointed by the Post Commander. The chairman will appoint his/her committee members.

Responsibilities: The Committee shall be responsible for the interaction with local military services and their families. The committee shall coordinate Military Assistance Program and Adopt-A-Unit events; submit Unmet Needs grant requests for eligible service members and their families; and shall be responsible for the submission of Operation Uplink phone card requests and their distribution.

Fiscal: The Committee is authorized to expend funds as may be authorized by the Post budget. The Committee shall submit all other funding requests to the Post.

Reports: The Committee shall report its activities at the General Membership Meeting and to the Community Activities Committee Chairman. The Community Activities Committee shall provide Community Activities Report and Adopt-A-Unit Report forms for the submission of such reports.

APPENDIX N

Relief Committee.

Chairman: The co-chairmen shall be the Chaplain and Service Officer unless otherwise appointed by the Commander. All elected officers of the Post shall serve as Committee members.

Responsibilities:

1. The Committee shall investigate cases of veterans or families of veterans reported to be in distress. It shall determine a course of action to be taken in the name of the Post. The Committee is enjoined to employ the capabilities of the entities under the Post and the capabilities of the local, state and federal governments.

2. It is the responsibility of the Committee to send get-well cards to members of the Post or their immediate families who fall ill or become hospitalized. Flowers or fruit baskets shall be sent to hospitalized members of the Post. The Committee shall maintain the Post Sick List.

3. The Committee shall, when requested, cause departed comrades to be interred in accordance with the VFW Constitution, By-Laws and Ritual. The Committee shall arrange for the delivery of flowers to the place of the funeral of a departed member of the Post. It shall arrange for a memorial donation, in lieu of flowers, as may be requested by the family of the departed member. **The Committee shall complete a Deceased Comrade report upon the occasion of the death of a comrade.** The Committee shall maintain the Post Taps List. The Committee is charged with the responsibility of maintaining the memory of departed comrades of the Post. It shall annually, update the Post's Memorial Display. It shall cause the graves of departed veterans to be marked with the flag of the United States of America for the Memorial Day and Veterans Day Holidays.

4. The Committee shall coordinate their activity with the Post Hospital Committee.

Fiscal: The Committee may, without prior Post approval, expend not more than **\$100.00 \$300.00**, per case, from the Relief Fund to aid a veteran or the family of a veteran in distress. **The Commander, Senior Vice Commander, and Junior Vice Commander, collectively, may approve expenditures up to \$500.00, budget permitting.** All other expenditures require Post approval.

Reports: The Committee shall report its activities **at the General Membership Meeting and** to the Community Activities Committee Chairman. The Community Activities Committee shall provide **Community Activities Report and Deceased Comrade** forms for the submission of such reports. **The Committee shall complete a Deceased Comrade report upon the occasion of the death of a comrade. The Committee will report at the General Membership Meeting and provide completed reports to the Community Activities Committee Chairman.**

APPENDIX O

Safety Committee

Chairman: The chairman shall be as appointed by the Commander. The chairman will appoint his/her committee members.

Responsibilities: The Committee shall plan and execute the annual Post safety programs ~~which include such as~~ Home Safety, Lite-a-tike, Lite-a-bike, Hunter Safety and any other safety program as may be determined by the Post.

The Committee shall invite Virginia Beach Sheriff Department, Police Department, Fire Houses, and Emergency Medical Response Units to nominate candidates for National awards for public servants. The committee shall submit candidates to Department. The Committee is to ensure the order/purchase of citations and frames for awards.

The committee shall regularly identify and honor individuals throughout the year who have saved a life with Life Saving Awards.

Fiscal: The Committee is authorized to expend funds as may be authorized by the Post budget. The Committee shall submit all other funding requests to the Post.

Reports: The Committee shall report its activities ~~and~~ at the General Membership Meeting ~~and~~ to the Community Activities Committee Chairman. The Community Activities Committee shall provide Safety Report and Community Activities Report forms for the submission of such reports. ~~The Committee will report at the General Membership Meeting and provide completed reports to the Community Activities Committee Chairman.~~

APPENDIX P

Social Activities Committee

Chairman: The chairman shall be as appointed by the Commander. The chairman will appoint his/her own committee.

Responsibilities: The Committee shall be responsible for the planning and execution of all social functions of the Post which includes the Post Birthday Celebration, the hosting of Second District Meetings and all other social functions as may be voted by the membership.

Fiscal: The Committee is authorized to expend funds as may be authorized by the Post budget. The Committee shall submit all other funding requests to the Post.

Reports: The Committee shall report at the General Membership Meeting.

APPENDIX Q

Voice of Democracy/~~Youth Essay~~ Committee

Chairman: The chairman shall be appointed by the Commander. The chairman will appoint his/her committee members and coordinate with the Ladies Auxiliary.

Responsibilities: The Committee shall at the beginning of each school year, personally contact representatives of each high school in Virginia Beach, Virginia and introduce the VOD Program and issue appropriate materials. It shall make follow-up visits as necessary. Post ~~First, Second, and Third place~~ scholarship winner(s) will be as ranked by Department of Virginia Second District ~~judging~~.

~~The Committee shall at the beginning of each calendar year, personally contact representatives of each middle school in Virginia Beach, Virginia and introduce the Youth Essay Program and issue appropriate materials. It shall make follow-up visits as necessary. Post First, Second and Third place scholarship winners will be as ranked by Department of Virginia Second District judging.~~

Fiscal: The Committee shall procure all related materials which shall include posters, pamphlets, citations, patches and pins as may be authorized by the Post budget. Student scholarships shall be as authorized by the Post budget. The Committee shall submit all other funding requests to the Post.

Reports: The Committee shall report its activities ~~at the General Membership Meeting and~~ to the Community Activities Committee Chairman. The Community Activities Committee shall provide ~~Youth Activities~~ forms for the submission of such reports. ~~The Committee will report at the General Membership Meeting and provide completed reports to the Community Activities Committee Chairman.~~

APPENDIX R

Patriot's Pen Committee

Chairman: The chairman shall be appointed by the Commander. The chairman will appoint his/her committee members and coordinate with the Ladies Auxiliary.

Responsibilities: The Committee shall at the beginning of each calendar year, personally contact representatives of each middle school in Virginia Beach and introduce the Patriot's Pen youth essay program and issue appropriate materials. It shall make follow-up visits as necessary. Post scholarship winner(s) will be as ranked by Department of Virginia Second District.

Fiscal: The Committee shall procure all related materials which shall include posters, pamphlets, citations, patches and pins as may be authorized by the Post budget. Student scholarships shall be as authorized by the Post budget. The Committee shall submit all other funding requests to the Post.

Reports: The Committee shall report its activities at the General Membership Meeting and to the Community Activities Committee Chairman. The Community Activities Committee shall provide Youth Activities forms for the submission of such reports.

APPENDIX **R S**

Ways and Means Committee

Chairman: The chairman shall be the Post Quartermaster. All elected officers of the Post shall serve as Committee members.

Responsibilities: The committee shall receive and review a tentative budget for the upcoming year as prepared and proposed by the Post Quartermaster. The chairman shall call a meeting in April, after the election of the new officers, for the purpose of reviewing proposed budget and making recommendations for presentation and approval at the Post's first regular meeting immediately following the Department Convention. It shall submit a written report of all recommended changes or amendments for appropriate consideration and action. Submit a proposed budget not later than the ~~August~~ May General Membership Meeting to be voted on and accepted at the June General Membership Meeting. It shall recommend fundraisers as appropriate.

Fiscal: The Committee shall submit all funding requests to the Post.

Reports: The Committee shall report at the General Membership Meeting.

APPENDIX S T

Youth Activities/Boy Scouts/JROTC Committee

Chairman: The chairman shall be appointed by the Commander. The chairman will appoint his/her committee members.

Responsibilities: The Committee shall coordinate the activities of all youth activities sponsored by the Post. It shall investigate requests for support from youth organizations and recommend action to the Post.

The Committee shall invite local Virginia Beach JROTC Units to nominate a cadet for the receipt of the VFW ROTC medal and citation. Local high schools include Colonial Heights, Princess Anne, Salem, Green Run, and Landstown high schools. The Committee is to ensure the order/purchase of medals, citations, and frames for cadet's awards.

The Committee shall invite local area Boy Scout Troops, Venturing Crews or Sea Scout Ships to nominate recipients of the Eagle Scout Award, Venture Silver Award or Quartermaster Award for VFW Scout of the Year Award.

Fiscal: The Committee may expend funds as authorized by the Post budget. The Committee shall submit all other funding requests to the Post.

Reports: The Committee shall report its activities at the General Membership Meeting and to the Community Activities Committee Chairman. The Community Activities Committee shall provide Youth Activities forms for the submission of such reports. ~~The Committee will report at the General Membership Meeting and provide completed reports to the Community Activities Committee Chairman.~~

APPENDIX U

Legislative Committee

Chairman: The chairman shall be the Post Judge Advocate unless otherwise appointed by the Commander. The chairman will appoint his/her committee members.

Responsibilities: The Committee shall act as liaison with the Departmental Legislative Committee in order to advise the Commander and the membership in a timely manner of those national legislative efforts considered to be of importance and/or of general interest. It shall assist with official VFW visits with elected officials.

The committee shall, at a minimum, conduct an annual review of the Post's By-Laws to ensure that they are current and keeping with the National By-Laws and Manual of Procedure. It shall receive and evaluate all recommendations for changes and amendments. It shall submit a written report of all recommended changes and/or amendments at a Post General Membership meeting for appropriate consideration and action.

Fiscal: The Committee may expend funds as authorized by the Post budget. The Committee shall submit all other funding requests to the Post.

Reports: The Committee shall report its activities at the General Membership Meeting.