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**BY-LAWS**

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**ARTICLE I - NAME AND LOCATION**

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Section 101: By virtue of the charter granted, this Post shall be known as Deering Memorial Post No. 6859, Veterans of Foreign Wars of the United States.

Section 102: The location of this Post shall be in the City of Portland, County of Cumberland, State of Maine.

**ARTICLE II - MEETINGS**

Section 201: The regular stated meetings of this Post shall be at the Post Home, 687 Forest Avenue Portland, Maine.

Section 202: The regular meetings of the Post shall be held on the second Tuesday of each month, to be called to order at 7:30 PM.

Section 203: Special meetings may be called in accordance with the provisions of the V.F.W. National By-Laws.

Section 204: Seven (7) active members in good standing shall constitute a quorum for the transaction of business.

Section 205: A change in the regular meeting place may be made by authority of the Department Commander, having first been approved at the instance of a majority vote of the members present at any meeting provided the entire Post membership has previously been given written notice at least thirty (30) days prior to such contemplated action. The appointed day and time for the Post meeting may be changed by a two-thirds (2/3) vote of the members present at any regular meeting. The Post members and the Department Commander shall be notified of any change of regular meetings.

**ARTICLE III - MEMBERSHIP**

Section 301: Membership in this Post shall be in accordance with the National By-Laws.

Section 302: The admission fee and annual dues of this Post shall be set by the members at any regular meeting payable in accordance with the National By-Laws.

## **ARTICLE IV - OFFICERS AND DUTIES**

Section 401: The officers of this Post, eligibility to, nomination and election of, appointed to, installation, and term of office shall be in accordance with the National By-Laws.

Section 402: The duties of all officers shall be as described by National, Department and District By-Laws, lawful orders as the Post may direct, and the By-Laws may hereafter provide.

Section 403: The Post Trustees shall audit the books and accounts of the Post Quartermaster, Assistant Post Quartermaster, and the Post Adjutant on or before the 15th day of each month for the business conducted for the previous month.

Section 404: The Post Quartermaster and Post Adjutant shall be paid for their duties in an amount to be determined and approved by a majority vote of the Post members voting at a regular meeting.

## **ARTICLE V - COMMITTEES AND DUTIES**

Section 501: All chairmen, unless otherwise provided, if at all possible, shall be appointed by the Commander-elect prior to his/her installation into office. A Post bulletin listing all committee chairmen shall be mailed to each member of the Post by the first of July each year. The Post Quartermaster by virtue of his/her office shall be treasurer of all committees handling funds.

Section 502: The Post Commander shall be "ex-officio" member of all committees.

Section 503: The Standing Committees of this Post shall be as follows:

(a) MEMBERSHIP: The Membership Chairman shall be responsible for the annual membership program. Such additional members of the committee shall be named as requested by the chairman

(b) POPPY: The Poppy Chairman shall be responsible for the annual Buddy Poppy sale. He shall obtain the necessary permits and coordinate all activities for a successful sale.

(c) YOUTH ACTIVITIES: The Youth Activities Chairman shall be in charge of any and all youth activities programs that the Post votes to sponsor.

(d) The INVESTIGATING COMMITTEE shall consist of the Senior Vice Commander as Chairman, the Junior Vice Commander, and the Quartermaster.

(e) MEMORIAL: The Memorial Chairman shall be in charge of Memorial Day activities, Veterans Day, Pearl Harbor Day, Remember the Maine ceremonies, and the Past Commander's night.

(f) The VOICE OF DEMOCRACY Chairman shall promote this program in all areas possible. This chairman shall be responsible for the presentation of awards to all VOD winners.

(g) COMMUNITY SERVICE: The Community Service Chairman shall promote activities within the community for the benefit of non-members and the general public. He shall have the cooperation of the Historian, the Chaplain, and the Youth Activities Chairman. The Post Historian shall keep the Community Service record book. The Public Relations officer shall cooperate with the chairman by giving the Historian a copy of all material that is published or is broadcast on the local radio and television stations.

(h) The HOUSE COMMITTEE shall be governed by the provisions of Article VI of these By-Laws.

(i) POST ACTIVITIES: The Post Commander shall appoint the Chairman and two or more members to this committee based upon the recommendations of the chairman. This committee shall be in charge of all functions for the benefit of the Post members. These shall include, but are not limited to the following: dances, fun nights, field days, baseball game trips, and other like events. The amount of funds available must be voted on at a regular meeting of the Post.

(J) BINGO: The BINGO Chairman, if other than the Quartermaster, shall be a Post member in good standing for at least two years and shall be appointed an Assistant Quartermaster upon the recommendation of the Quartermaster. The Chairman shall have the authority to operate the BINGO games in the best interests of the Post. All receipts will be deposited in a separate checking account established for BINGO as required by Maine State law.

## **ARTICLE VI - HOUSE COMMITTEE**

Section 601: The House Committee, hereafter referred to as committee, "with full power" shall be responsible for the overall operation of the Post Canteen (lounge), building and ground maintenance (including rental property), hall rentals, and disciplinary action pertaining to lounge employees and to members and guests in the canteen and Post Home. "Rules of Conduct" for all members and guests will be posted in a conspicuous location in the canteen. Notwithstanding any of the provisions herein all actions, (not executed) of the House Committee and Lounge Manager including the adoption of Rules of Conduct in the operation and management of the Canteen taken hereunder shall be subject to ratification by the Post.

Section 602: The House Committee shall be comprised of the following seven (7) members: Post Commander as Chairman, the Senior Vice Commander, the Junior Vice Commander, the Quartermaster, the Adjutant, and two (2) members appointed by the Commander. Four (4) members of the House Committee will constitute a quorum. The Lounge Manager shall act as an advisory (non-voting) member of the committee. The Adjutant shall serve as Secretary to record minutes and to read them at the next Post meeting, and to schedule meetings of the Committee

Section 603: No lounge employee may serve on the House Committee. Unless He/She is a duly elected Officer. He/She will have no vote on any matters pertaining to the operation of the Lounge.

Section 604: The Lounge Manager shall be under the supervision of the House Committee whose spokesman will be it's chairman (Post Commander). The committee will have the authority to hire and discharge the Lounge Manager subject to the approval at a regular Post meeting.

Section 605: The duties of the Lounge Manager shall be, but not limited to, the following:

- (a) Operation of the canteen in accordance with directives of the House Committee.
- (b) Provide the Post Quartermaster with a daily report of receipts and expenditures for the Lounge and Games of Chance operations.
- (c) Supervise all canteen and custodial employees.
- (d) Purchase supplies applicable to canteen operations.
- (e) Ensure that all employees are informed of, and that they enforce all Post regulations; local, state, and federal rules and regulations applicable to lounge and games of chance operations. And has the authority to discharge any or all Canteen employees.
- (f) Maintain a permanent record of those persons who are, or have been, restricted in the use of canteen and Post Home privileges.
- (g) Make recommendations to the House Committee for the hiring of any employees, disciplinary action for members or guests,
- (h) Maintain a log of scheduled use for post rooms, and act as coordinator for use of Post Home facilities.

Section 606: The committee shall have the authority to hire or discharge any or all Canteen employees. They shall also set wages for all canteen employees.

Section 607: The committee shall have the authority to adjust the price of all canteen goods based upon prevailing conditions.

Section 608: Hours of opening and closing of the canteen shall fall under the jurisdiction of the

committee which shall review any recommendations of the canteen employees, and shall be subject to the Maine State Liquor laws.

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Section 609: Neither the committee, nor any Post officer shall touch or open the steward's cash drawer unless the steward is present, or unless the steward has given written permission, or the steward is incapacitated.

Section 610: All expenditures of the canteen over twenty-five (\$25.00) shall be made by check. This rule is not applicable to State approved games of chance.

Section 611: The committee may authorize such expenditures for janitorial supplies and equipment for the cleanliness and upkeep of the Post not to exceed \$100.00. The committee is also authorized to make emergency repairs to the building or equipment any time between Post meetings. Any other supplies or equipment that exceeds the above stated amount must be presented to the members at a Post meeting for approval.

Section 612: The Post Quartermaster shall keep a record of all receipts and expenditures and shall at the first meeting of each month report all monies received and all expenditures made for the previous month.

Section 613: The House Committee shall meet at least once a month. Any special meetings may be called by the Commander (Chairman).

## **ARTICLE VII - EXPENDITURE OF FUNDS**

Section 701: Expenditure of funds other than specified shall be made only on vote of the Post. All expenditures for the Post shall be by check, numbered in sequence and in addition to the signature of the Quartermaster, shall be countersigned by the Commander.

Section 702: The Post Quartermaster is authorized to pay all ordinary and necessary expenses for the normal operation of this Post.

Section 703: The Post Chaplain, Service Officer, and/or the Commander shall be authorized to draw from the Quartermaster a sum not to exceed twenty five dollars (\$25.00) in each case to provide for emergency relief, assistance to hospitalized members, Any amount above twenty five dollars (\$25.00) and not to exceed one hundred dollars (\$100.00) must be authorized by the Commander. The Post Chaplain shall be authorized up to but not to exceed fifty dollars (\$50.00) for floral tributes for deceased members and their immediate families.

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Section 704: No other payment or expenditures, other than provided in Article VI shall be made except on specific authorization of the Post.

## **ARTICLE VII - FUND RAISING PROMOTIONS**

Section 801: This Post shall solicit funds or donations only by prior vote of the members agreeing to the proposition. It 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.

Section 802: This Post shall not enter into any agreement with a promoter for the purpose of raising funds unless said promoter shall first furnish a good and sufficient surety bond in a principal sum sufficient to give the Post ample protection in particular circumstances. The 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 Quartermaster of all monies due the Post as a result of the solicitation within thirty (30) days of the close of the campaign. If the promoter has made satisfactory settlement within the thirty day period, the surety will be determined to be discharged; otherwise the bond will remain in full force and effect. If the bond cannot be furnished, then all collections shall be made by members of the Post sponsoring the campaign and said funds shall be paid to a bonded officer of the Post who shall hold all funds in his custody pending proper pro-rated distribution.

Section 803: Fund-raising organizations or individuals conducting solicitations, activities or projects for a profit shall not be engaged or used by the Post for such purposes 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 (30) days prior to any Post entering into any such agreement.

## **ARTICLE IX - SOLICITATIONS**

Section 901: Unless previously authorized by a majority vote of the Post, no solicitations, raffles, or social meeting nights shall be permitted in Post quarters.

## **ARTICLE X - MISCELLANEOUS**

Section 1001: Every member of this Post shall keep the Adjutant and Quartermaster advised of his/her current address by promptly reporting any change of same.

Section 1002: One copy of the Post By-Laws shall be available to each member of this Post at the Post Home. The Post Quartermaster will send one copy of these By-Laws to each new member with his/her dues card.

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Section 1003: In all Post procedure not provided for in 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, to interpret and advise the Commander of the proper rule or rules. One copy of Demeter's Manual shall be kept in the Adjutants file at all times.

### **ARTICLE XI - AMENDMENTS**

Section 1101: These By-Laws shall become effective after adoption by this Post and when reviewed by the Commander-in-Chief of the Veterans of Foreign Wars and provided a copy of the amendment(s) shall be forwarded through channels and reviewed by the Commander-in-Chief before becoming effective.

Section 1102: These By-Laws may be amended by the Post by a two-thirds (2/3) vote of the members voting at a stated meeting thereof, provided such amendments have been read at the preceding meeting, and each member notified at least five (5) days in advance by mail that such action will be voted at that meeting.

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