

BYLAWS

Levittown-Island Trees POST NO. 9592

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 Levittown-Island Trees Post No. 9592 of the Veterans of Foreign Wars of the United States.
- Sec. 2. The *Charter* location of this Post shall be in the City of Levittown, Town of Hempstead, County of Nassau, State of New York.

ARTICLE II SUBORDINATION

- Sec. 1. The supreme power of this Post is vested in the National Convention and this Post shall be at all times governed by the Congressional Charter and Bylaws of the Veterans of Foreign Wars of the United States, the Bylaws of the Department, 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 Department Commander. 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 55 Hickory Lane, Levittown, NY, 11756.
- Sec. 2. Time: The regular meetings of the Post shall be held on the 2nd Friday of each month, to be called to order at 8 p.m.
- Sec. 3. The Post may, after at least fourteen (14) days written notice to the Department Commander and the members of the Post, change its meeting place, appointed day or time upon a majority vote of the members present and voting at a regular or special meeting called for such purpose.
- Sec. 4. Special meetings may be called in accordance with the procedures set forth in the National Manual of Procedures (MOP).
- Sec. 5. Quorum: Five members in good standing shall constitute a quorum for the transaction of business. At least 1 of those 5 members must be an elected officer of the Post.
- Sec 6. The Association board meeting shall be held at 55 Hickory Lane in Levittown, NY on the Monday preceding the monthly membership meeting, to be called to order at 7 pm, provided the quorum of at least 5 board members is present. The time and place for this meeting may be changed by the Chairman of the Board upon at least 48 hours notification to all board members.

- Sec. 7. Any member of the post and those non-post VFW personnel on official business shall be recognized by the Post Commander for the conduct of business. With the approval of the Post Commander, any visiting member of the VFW, or guest, may attend a Post meeting. Such visiting member or guest shall have no voting privileges and shall have no voice unless recognized by the Post Commander during the meeting. The same authorizations and limitations on non-post VFW members, and guests, applies to attending Committee meetings except there the approval can be by the Committee Chairperson.

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 Bylaws.
- Sec. 2. The admission fee of this Post shall be payable in accordance with the National Bylaws.
- Sec. 3. The dues of this Post shall never be less than the amount required to cover Department and National dues.
- Sec. 4. The per capita dues of this post shall be \$23.00 plus the Department and National per capita amounts, currently totaling annual dues of \$35.00, and will be paid in accordance with the provisions of the National Bylaws. Post dues may be changed from time to time in accordance with Section 206 of the National Bylaws.

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 Bylaws.
- Sec. 2. The Post shall elect the Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, and three Trustees. The Commander shall appoint an Adjutant, Chaplain, and may appoint a Post Benefits Advisor.
- Sec. 3. The Post Commander, as promptly as possible after being elected to office, shall appoint a Surgeon, Judge Advocate, Officer of the Day, Sergeant at Arms and Color Guard Sergeant.
- Sec. 4. The duties of all officers shall be those prescribed by Department and National Bylaws, lawful orders as the Post may direct and as these Post Bylaws may provide.
- Sec. 5. The elected and appointed officials of the post shall also constitute the Board of Directors of the Levittown-Island Trees Veterans Memorial Association, Inc., with the following titles:
- | | |
|--------------------|--|
| Post Commander | President and Chairperson of the Board |
| Post Sr Vice Cdr | Senior Vice President |
| Post Jr Vice Cdr | Vice President |
| Post Quartermaster | Treasurer |
| Post Adjutant | Secretary |

ARTICLE VI COMMITTEES AND DUTIES

- Sec. 1. All Committees and their chairpersons, unless otherwise provided shall be appointed by the Commander as promptly as possible after election to office, and as such shall serve at his/her will and

pleasure. The Post Quartermaster, by virtue of that office, shall be treasurer of all committees handling funds.

Sec. 2. The Standing Committees of the Post shall be as follows:

- (a) House.
- (b) Veterans & Military Support.
- (c) Youth & Education
- (d) Communications & Public Relations
- (e) Special Projects.

Sec. 3. There may be additional committees as directed by the Post Commander.

Sec. 4. 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 and Rental Hall. 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 ensure the protection of the Post's name and property.
- (d) The Committee shall have at least monthly meetings and 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 2 regular meetings shall not exceed an amount previously established by the Post.
- (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 drawn by the Quartermaster in accordance to these Bylaws.
- (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 and voting 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.

Sec. 5. All committees handling funds shall deposit all monies received with the Post Quartermaster within 5 business days. All expenditures shall be made only by regular voucher and check drawn by the Quartermaster and countersigned by the Commander. The committee chairperson shall keep a record of all receipts and expenditures and shall, at every meeting of the Post membership, report all monies received and all expenditures made since the last report.

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. The Veterans of Foreign Wars Auxiliary, Military Order of the Cootie, and *the National VFW Riders* are governed by Articles XI, XII, and *XIII* respectively of the National Bylaws and Manual of Procedure of the Veterans of Foreign Wars and their respective Bylaws, 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, other expenditures may be made using acceptable banking practices. All disbursements of Post funds shall bear the signature of the Quartermaster or other person(s) authorized by the Quartermaster. Such other authorized person(s) shall be bonded in accordance with Section 703 of the National Bylaws.
- 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 expenditure shall be made except on the specific authorization of the Post in each and every case.
- Sec. 4. No contributions exceeding \$100 may be made to a non-veteran organization. Any contributions to any organization exceeding \$100.00 shall require the approval of a majority of the members present at a monthly meeting.
- Sec. 5. The Post Commander, Senior Vice Commander, Junior Vice Commander and Quartermaster are authorized to utilize the Post 9592 credit card for up to \$100 per transaction for expenses needed for Post 9592 business, with all receipts to be submitted to the QM within 7 working days. This use of the post credit card does not need per transaction approval by the post membership but all such transactions should be included in the Quartermaster's monthly report to the post membership.

ARTICLE IX COMPENSATION

- Sec. 1. No compensation shall be paid to any officer of this Post for their services as such officer, except as hereafter may be provided.
- Sec. 2. For services rendered, the Post may, by majority vote, pay the annual dues of the Adjutant and Quartermaster for the periods or parts of periods they serve as such, and such other compensation commensurate with their duties as may be determined and specified by vote of the Post.

ARTICLE X
FUNDRAISING PROMOTIONS/SOLICITATIONS

- Sec. 1. 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 fundraising activities or projects outside the immediate geographical area or community of the Post.
- Sec. 2. This Post 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 Judge 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 (30) 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.
- Sec. 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 their custody pending proper pro rata distribution.
- Sec. 4. Fundraising 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 (30) days prior to any Post entering into any such agreement.
- Sec. 5. No solicitations or ticket sales shall be permitted in the Post quarters or at socials or meetings unless such solicitations or ticket sales shall have first been approved by a majority vote of post members at a prior monthly meeting.

ARTICLE XI
MISCELLANEOUS

- Sec. 1. Every member of this Post shall keep the Post Adjutant and Quartermaster advised of their current address, home phone #, cell phone # and email address, if any. Any changes should be promptly reported to the Post Quartermaster and Post Adjutant.
- Sec. 2. One copy of these Bylaws shall be issued to each elected and appointed officer of this Post upon being elected or appointed. One copy of these Bylaws should be issued to each new member upon joining the post. These Bylaws shall also be posted on the Post's website and all members compelled to read and follow these Bylaws. The posted Bylaws shall be immediately updated whenever the Post Bylaws are updated, usually shortly after the annual convening of the Post Bylaws committee.
- Sec. 3. One copy of the latest National Bylaws, Manual of Procedures (MOP) and Rituals handbook should be issued to each elected officer of the Post at the time of election, and to the Judge Advocate at the time of appointment. Any and all updates made after the National Convention should also be provided to these same people.
- Sec. 4. In all Post procedures not provided for by the Congressional Charter and Bylaws or these Bylaws, Robert's Rules of Order, Newly Revised shall be the authority, and it shall be the duty of the Judge Advocate, in an advisory way, when called upon to do so by the Post Commander to advise the Post Commander on the proper rule(s).
- Sec. 5. The Levittown-Island Trees Veterans Memorial Association Inc., composed solely of members of this Post and existing solely to support this Post's purposes, shall remain responsible for all operational decisions, insurance, licensing, maintenance, staffing, and financial management related to the

property, subject to the requirement that such activities be conducted in a manner that does not place the Post, the Department, or the Veterans of Foreign Wars of the United States at risk.

ARTICLE XII SPEECHES

- Sec. 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.

ARTICLE XIII AMENDMENTS

- Sec. 1. These Bylaws shall become effective after adoption by this Post and after review by the Commander of the Department and Commander-in-Chief of the Veterans of Foreign Wars of the United States.
- Sec. 2. These Bylaws may be amended by the Post by a two-thirds vote of the members present and voting at a meeting, provided each member had been notified at least twenty (20) days in advance and upon request had been provided a copy of the proposed amendments.
- Sec. 3. Wherever these Bylaws or subsequent amendments may be found to be in conflict with the present or any future Department or National Bylaws, the latter shall prevail and be binding upon this Post as though written herein.

These Bylaws were adopted, subject to the review of the Department Commander and the Commander-in-Chief of the Veterans of Foreign Wars of the United States on this _____ day of _____, 20____, at a regular meeting of this Post.

Levittown-Island Trees Post No. 9592
Veterans of Foreign Wars of the United States

ATTEST:

Adjutant

Commander