

BYLAWS

BREWER-LOWDER-McCUISTON POST 9010

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 the **Brewer-Lowder-McCuiston Post No. 9010 Veterans of Foreign Wars of the United States.**
- Sec. 2. The location of this Post shall be in the Township of Clemmons, County of Forsyth, State of North Carolina.

ARTICLE II

SUBORDINATION

- Sec. 1. The supreme power of this association is vested in the National Convention and this Post shall be at all times governed by the Congressional Charter and Bylaws of the Veterans of Foreign Wars of the United States, the Bylaws of the Department of North Carolina, orders issued by authority of the National Convention, National Council of Administration, the Commander-in-Chief, the Department of North Carolina Convention, Department of North Carolina Council of Administration, and the Department of North Carolina 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 **4675 Hampton Road, Clemmons, North Carolina.**
- Sec. 2. **Time:** The regular meetings of the Post shall be held on the first Tuesday of each month, to be called to order at **7:30 p.m.**
- Sec. 3. The Post may, after at least fourteen (14) days written notice to the Department of North Carolina 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 provisions of the National Bylaws.
- Sec. 5. **Quorum:** Five members in good standing shall constitute a quorum for the transaction of business.



ARTICLE IV

MEMBERSHIP

- Sec. 1. Membership in this Post, eligibility to, application for, acquiring and maintenance of loss of and discipline shall be in accordance with the provisions of the National 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. By majority vote, Post membership shall periodically determine the dollar amount of annual dues.

ARTICLE V

OFFICERS

- Sec. 1. Eligibility to, nomination, election or appointment, installation and term of office shall be in accordance with the provisions of the National Bylaws.
- Sec. 2. The Post shall elect the Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, Judge Advocate, Surgeon, and three Trustees. The Commander shall appoint an Adjutant, Chaplain, and may appoint a Service Officer.
- Sec. 3. The duties of all officers shall be those prescribed by Department and National Bylaws, lawful orders as the Post may direct and as these Bylaws may provide.
- Sec. 4. The Senior Vice Commander shall serve as the Membership Committee Chairman; the Junior Vice Commander shall serve as the Youth Activities & Americanism Committee Chairman; the Service Officer shall serve as the Relief Committee Chairman; the Chaplain shall serve on the Publicity/Welcome Committee and the Relief Committee.

ARTICLE VI

COMMITTEES AND DUTIES

- Sec. 1. All Committees and their chairmen, unless otherwise provided shall be appointed by the Commander as promptly as possible after election to office, and as such shall serve at the Commanders will and pleasure. Committees shall submit monthly reports to the membership. All post expenditures and/or activities shall be presented in the form of a motion for post membership approval. The Relief Committee may spend funds up to the stated limit in Article VI, Sec4 (b). The Post Quartermaster, by virtue of office, shall be a member of and treasurer for all committees handling funds. The Commander, by virtue of office, shall be a member of all committees.
- Sec. 2. All Committees, to include standing and appointed, shall create a written Standing Operating Procedure (SOP) which shall be approved by the post membership. Such SOP shall cover the process of the operation of the committee. A copy of all committee SOP's will be kept on file by the Post Adjutant.
- Sec. 3. Standing Committees shall meet within one month of appointment. The Committee shall develop a written SOP and submit it to the membership for approval within two (2) regular Post Business Meetings. Each Standing Committee will specifically detail, in their SOP, as to who, what, how, where and when they will for fill their responsibilities.
- Sec. 4. The **Standing Committees** of the Post and their responsibilities shall be as follows:

- (a) **Membership Committee:** shall be responsible to recruit, retain and mentor a stable membership base including all generations of veterans. To cultivate a membership that is well versed in institutional knowledge and actively involved at all levels of the organization and in the local community. The Membership Committee shall act as the Post Reviewing Committee per Article I, Section 103, Manual of Procedure.
- (b) **Relief Committee:** shall be responsible to react to an immediate need of a veteran in distress. The maximum amount of the relief shall be \$1,000 per individual/incident and shall require a full report of the circumstances to the membership at the next monthly meeting. Any amount exceeding the maximum amount shall be referred to the post membership for approval. The committee will adhere to Article II, Section 219-Relief Fund in the Manual of Procedure.
- (c) **Poppy Committee:** shall be responsible to review, plan, implement and report on all VFW Buddy Poppy Programs.
- (d) **Publicity/Welcome Committee:** shall be responsible to develop, promote and advertise all Post activities, programs, and events. This includes all media that is available to the Post. The committee shall monitor the Post website and Facebook sites to insure accurate and timely information is displayed. The committee shall develop and implement a Post Welcoming Program for all new VFW members, visiting VFW veterans and members of the public.
- (e) **Youth Activities & Americanism Committee:** shall be responsible to review, plan, implement and report on all VFW Youth Programs. This committee shall be responsible for the Voice of Democracy, Patriots Pen, Scouting and Teacher of the Year Awards. This committee shall also identify and promote Americanism within the local community.
- (f) **Planning Committee:** shall be responsible to research the needs of all buildings and grounds and develop a Capital Improvement Plan. A Capital Improvement is a permanent improvement that is equal to or exceeds \$5,000. Emergency Repairs and routine maintenance is the responsibility of the Facilities Committee and are not considered as capital improvements. Long term renovations and or improvements must be planned, financed and controlled by this committee. Post Trustees shall not serve on the planning committee.
- (g) **Kitchen Committee:** shall be responsible for all activity related to the procurement and preparation of food for all Post activities. The committee shall be responsible for the cleanliness and upkeep of the kitchen, storerooms and serving areas. Food and refreshments served during Bingo will be accounted for separately with all sales and expenses itemized and reported during each Post business meeting.
- (h) **Ways and Means Committee:** shall be responsible to research the expenditures of all past paid accounts and submit an Operating Budget Plan in May of each year for membership approval. All income and expenses should be categorized and itemized. A complete report of budget finances should be brought to the membership quarterly. Programs and plans to increase the overall budget is the responsibility of this committee. Fundraising is a function of this committee, and all fund-raising programs shall be reported on by this committee.
- (i) **Community Activities Committee:** shall be responsible to plan, implement and report on all VFW Community Programs. This committee shall be responsible for the Paper Shredding, Easter Egg Hunt, Halloween Trunk or Treat Event and all similar events. In addition, this committee will coordinate with the Post Auxiliary for any of their community events. All new events will be reviewed and voted on by the membership. A calendar of all events shall be developed and submitted for members approval vote.
- (j) **Facilities Committee:** shall be responsible for the cleanliness and upkeep of the quarters and the equipment therein. Emergency Repairs and routine maintenance shall be researched, planned and reported on by this committee. Post Trustees shall not serve on



the facilities committee. Emergency repairs, up to \$2500, may be approved by this committee.

(k) Bingo Committee: shall be responsible to manage all matters related to the Post's Bingo Operations including weekly Bingo Games, Bingo supplies and procurement, gaming card preparation, NC ALE Bingo rules and regulations, Banking procedures including cash on hand, and all required activity documentation. There shall be a minimum of three (3) committee members that does not include the chairman or assistant chairman.

1. The Committee shall oversee all Bingo sales and enforce the house rules to all visitors and players. The committee chairman along with one other committee member shall decide all Bingo related disputes and rule violations.

2. All expenditures for Bingo expenses shall be made by the Bingo Committee Chairman or his/her designee and coordinated with the Post's Quartermaster in accordance with these Bylaws. The Bingo Chairman and the Assistant Bingo Chairman shall be bonded.

3. The Committee shall coordinate with the Kitchen Committee to ensure quality refreshments to the Bingo Players. Kitchen operations and food sales are the responsibility of the kitchen committee.

(l) Scholarship Committee: shall be responsible to develop, promote and monitor all Post Scholarship activities, programs, and events. This includes collecting and submitting all required forms for reimbursement.

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 always 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 and Military Order of the Cootie are governed by Articles XI and XII 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 by the Quartermaster for bills, when and as due, for recurring monthly/quarterly/yearly rental, public

utility service, postage, janitor service and for janitor's supplies and minor emergency repairs authorized by the Facilities 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.

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 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 because 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 been approved by the Post.

ARTICLE XI

MISCELLANEOUS

- Sec. 1. Every member of this Post shall keep the Post Adjutant and Quartermaster advised of their current address by promptly reporting any change of same.



- Sec. 2. One copy of these Bylaws shall be issued to each elected and appointed officer of this Post. In addition, these Bylaws shall be posted to the Post Web Site.
- Sec. 3. 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).

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, except for a committee report and recommendations, visiting guests who have a message to impart, or in the event the chair requests an answer to a question raised by the chair or a post member.

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 provided a copy of the proposed amendments.
- Sec. 3. Wherever these Bylaws or subsequent amendments may be found to 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 2ND day of April 2024, at a regular meeting of VFW Post 9010.

BREWER-LOWDER-McCUISTON VFW Post No. 9010

Veterans of Foreign Wars of the United States

ATTEST:



Russell L. Chambers

Adjutant

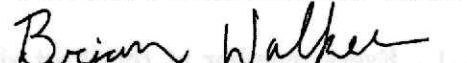


Rita Lane

Commander



REVIEWED **SEPT 4 2024**
FOR THE COMMANDER-IN-CHIEF


ASSISTANT ADJUTANT GENERAL

BY  DIRECTOR
ADMINISTRATIVE OPERATIONS