

BY-LAWS
GENTRY-ISOM POST 2702
VETERANS OF FOREIGN WARS OF THE UNITED STATES

ARTICLE I - NAME AND LOCATION

- SEC. 1. By virtue of the Charter granted, this Post shall be known as Gentry-Isom Post No. 2702 Veterans of Foreign Wars of the United States.
- SEC. 2. The location of this Post shall be in the City of Huntsville, County of Madison, State of Alabama.

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 By-Laws of the Veterans of Foreign Wars of the United States, the By-Laws of the Department of Alabama, 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 Alabama. For the purposes of this Article and Section, 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 the Post Home at 2900 North Memorial Parkway, Huntsville, Alabama 35810.
- SEC. 2. Time: The regular meeting of the Post shall be held on the third Saturday of each month, to be called to order at 10:00 AM. 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 at a regular or special meeting called for such purpose.
- SEC. 3. Special meetings may be called in accordance with the provisions of the National By-Laws.
- SEC. 4. Quorum: Five (5) members in good standing, and one (1) elected officer shall constitute a quorum for the transaction of business.
- SEC. 5. Leadership Committee: Leadership Committee shall consist of the Commander, Senior Vice Commander, Junior Vice Command, Quartermaster, and Chaplain.

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 By-Laws.
- SEC. 2. The admission fee of this Post shall be \$1.00 payable in accordance with the National By-Laws.

SEC. 3. The dues of this Post shall never be less than the amount required to cover Department and National dues.

ARTICLE V - OFFICERS

SEC. 1. Eligibility for, nomination, election or appointment, installation and term of office shall be in accordance with the provisions of the National By-Laws.

SEC. 2. 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 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 their will and pleasure. The Post Quartermaster, by virtue of their office, shall be Treasurer of all committees handling funds.

SEC. 2. The standing committees of the Post shall be as follows:

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| (a) Membership | (f) Americanism |
| (b) Relief | (g) Ways and Means |
| (c) Poppy | (h) Community Activities |
| (d) Publicity | (i) Safety |
| (e) Youth Activities | |

SEC. 3. 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 grounds. It shall consist of not less than three (3) members, one each of whom shall be elected annually for a three (3) year term. Trustees shall not serve on the House Committee. In addition, immediate Past Post Commander, 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, the property therein, grounds and equipment.
- (c) The Committee may authorize such expenditures for minor emergency repairs and janitorial supplies as may be necessary for the preservation and protection of the Post's quarters and its equipment, provided that the total amount expended between any two regular meetings shall not exceed \$500.00. The Committee shall secure competitive bids on needed equipment, replacements, etc. and submit same to the Post Leadership Committee for final approval and presentation to the membership at the next regular meeting.
- (d) All monies received by the Committee through other sources shall be deposited with the Post Quartermaster.

- (e) All expenditures of the Committee shall be made only by regular voucher or by verifiable communication. All checks shall be signed by the Quartermaster, the Commander or the Commander's authorized representative.
- (f) 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.
- (g) The Post may adopt such further rules and regulations governing the conduct of Post Club Rooms and grounds 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 at a regular or special meeting called for that purpose; at least thirty (30) days' notice having first been given to all members.
- (h) The Post Quartermaster, by virtue of their office shall be the Treasurer of the House Committee.

ARTICLE VII - CONTROL OF SUSIDIARY 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 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. For purposes of this Article, the Veterans of Foreign Wars Auxiliary, Military Order of the Cootie and its Auxiliary are governed by Articles XI and XII respectively of the National By-Laws and Manual of Procedure of the Veterans of Foreign Wars and their respective By-Laws, Rules and Regulations.

ARTICLE VIII - EXPEDITURE OF FUNDS

- SEC. 1. Expenditure of funds shall be made only after prior authorization by the Post and documented in the meeting minutes 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 corresponding with an authorization for said expenditure in the meeting minutes or through a verifiable communication with the Post Commander. Electronic transfers of funds shall be made only by the Quartermaster, with verifiable communication for approval from the Post Commander, and audited through bank statements by the Trustees monthly. In accordance with Section 703 of the National By-Laws, any other authorized person(s) shall be bonded.
- 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, utility service, postage, janitorial service/supplies, and minor emergency repairs authorized by the Post Commander, provided that the amounts to be paid for services shall have been previously established by the Post.

SEC. 3. No other payment or expenditures 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 his/her services as such officer, except as hereafter may be provided.
- SEC. 2. For services rendered, the Post may, by majority vote, pay a compensation commensurate with the duties of the Adjutant and/or Quartermaster as may be determined and specified by vote of the Post members.
- SEC. 3. The Post may, by majority vote, compensate members of the Leadership Committee and Committee Chair, or their designated representative, for cost incurred attending VFW meetings and event outside a 50 mile radius of the post home.

ARTICLE X - FUND RAISING PROMOTIONS/SOLICITATIONS

- SEC. 1. This Post shall solicit funds or donations only by prior authorization of the members agreeing to the proposition. It shall not solicit funds 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 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 his custody pending proper pro rata distribution.
- SEC. 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 (30) days prior to any Post entering into any such agreement.
- SEC. 5. Unless previously authorized by a majority vote of the Post, no solicitations or ticket sales shall be permitted in the Post quarters or at socials or meetings unless such solicitations or ticket sales have been approved by the Post.
- SEC. 6. The Ways and Means Committee shall confine any such approved solicitations or ticket sales to stated meetings and socials of the Post in or around the Post quarters.

ARTICLE XI - MISCELLANEOUS

- SEC. 1. Every member of this Post shall keep the Post Adjutant and/or Quartermaster advised of their current address by promptly reporting any change.
- SEC. 2. A copy of these By-Laws shall be issued to each elected and appointed officer at the time of assumption of duties.
- SEC. 3. In all Post procedures not provided for by the National By-Laws or these By-Laws, Roberts Rules of Order shall be the authority.
- SEC. 4. It shall be the duty of the Post Judge Advocate, in an advisory capacity when called upon to do so by the Post Commander, to advise the Post Commander on the proper rules of order.

ARTICLE XII - SPEECHES

- SEC. 1. No member will be permitted to speak on any one subject (Pro or Con) more than twice; the first time no longer than five (5) minutes; the second time no longer than three (3) minutes.
- SEC. 2. Reports from committees and recommendations there from, will not exceed ten (10) minutes.
- SEC. 3. Visiting guests who have a message to impart may speak at the Post Commanders discretion.

ARTICLE XIII - AMENDMENTS

- SEC. 1. These By-Laws shall become effective after adoption by this Post and after review by the Commander of the Department of Alabama and Commander-in-Chief of the Veterans of Foreign Wars of the United States.
- SEC. 2. These By-Laws may be amended by a two-thirds (2/3) vote of the members present and voting at a regular or special meeting provided each member has been notified at least twenty (20) days in advance and, upon request has been provided a copy of the proposed amendments.
- SEC. 3. 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.