



# CASA GRANDE POST 1677

## STANDARD OPERATING POLICY GUIDELINE TO ESTABLISH CANTEEN BY-LAWS FOR POST CLUB ROOMS, CANTEENS, AND RELATED ACTIVITIES

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## CASA GRANDE POST 1677

### STANDARD OPERATING POLICY GUIDELINE TO ESTABLISH CANTEEN BYLAWS FOR POST CLUB ROOMS, CANTEENS, AND RELATED ACTIVITIES

**I. DEFINITION** – For the purpose of these Rules, a “Club Room”, “Canteen” or “Activity” is defined:

- As an activity sponsored by the Post, or other subordinate unit of the Department of ARIZONA (including any holding or managing corporation) wherein.
- The name “Veterans of Foreign Wars,” the insignia “VFW” or any colorable imitation thereof is utilized.
- One of the functions of which is the sale of food or beverage of any type in quarters permanently owned, rented or otherwise occupied by the Post.
- Under the direct CONTROL of the Post pursuant to Section 709, VFW National Bylaws.

**II. OPERATIONS OF CLUB ROOMS/CANTEENS** – No Post shall operate Club Rooms/Canteens or other activities except under the control of a House Committee, and in accordance with these Rules. Posts shall be in compliance with these rules at all times.

**III. INSURANCE- All posts operating a Club Room, Canteen or Activity will carry and keep current liquor liability insurance.** (Quartermaster Responsibility)

**IV. COMMITTEE** – Each Post shall establish a House Committee to manage the business affairs of the Club Room/Canteen of not less than three or more than seven members. Members of the committee shall be appointed by the post commander. House Committee members are not considered to be Post officers as set forth in Section 216 of the VFW National By-Laws. Auxiliary members can be appointed to the house committee.

In addition to the above, the Post Commander and Post Quartermaster, by virtue of their offices, shall be:

- Members of the House Committee
- The Post Quartermaster, by virtue of his office, shall be treasurer of the House Committee.
- Chairman of the House Committee shall be elected by the House Committee at its first organization meeting.
- Post Trustees and Quartermaster shall not serve as employees.
- Any member of the House Committee may be removed for cause by the post commander.

The Post may at any regular meeting, by two thirds (2/3) vote of the members present, remove from the House Committee any member of the house committee that violates the post bylaws or canteen bylaws.

**V. MEETINGS**– The House Committee shall hold at least one regular meeting each month, at such times and places as recommended by the House Committee and approved, in advance,

by the Post at a regular Post Meeting. Special Meetings of the House Committee may be called by a majority of the House Committee, provided notice and exact purpose of special meeting. The time and place be posted in the Post Home on the Bulletin Board at least three days prior to said Special Meeting and all members of the House Committee be notified by email or text message of such special meeting in lieu of an emergency. A majority of the House Committee members must be present for the transaction of business at a regular or special meeting.

**VI. MEETING MINUTES** - One of the House Committee members shall act as Secretary, keep minutes of all meetings and prepare a report of the meeting to be read, by the House Committee Chairman at the next regular meeting of the Post. This report shall be made part of the Adjutant's minutes.

**VII. OPERATIONS – PERSONNEL**– No member of the House Committee shall be employed nor receive any compensation for their service.

**MANAGER** – The House Committee shall recommend a Manager to operate the Club Room/Canteen to the Post members. The membership, by majority vote at a regular meeting, shall approve the House Committee recommendation to employ a Manager. The Manager shall be responsible to the House Committee and the Post Commander for conduct of all Patrons as required by Section VII of these rules.

**EMPLOYEES** – Definition- Employee shall refer to any person serving as Manager, Bartender, or any similar position regardless of compensation, financial or otherwise, or volunteer status. All canteen employees shall comply with local laws and or regulations concerning food and beverage service (i.e. Title IV Certificate Cards or Health Cards) the cost of these cards shall be paid by the post from the Post General or Canteen Fund. The Manager shall employ all personnel of the Club Room/Canteen, subject to the recommendations and approval of the House committee. **No elected officer of the Post or its Auxiliary shall be employed as Manager or other employee of the Club Room/Canteen while holding an elective office.** No member of the immediate family of the Post Commander, Post Quartermaster, Post Trustee, Auxiliary President, Auxiliary Treasurer, Auxiliary Trustee or Club Room Canteen Committee Chairman shall be employed by the Club Room/Canteen except on a one-time, “emergency” basis. For the purpose of this restriction, immediate family includes but is not limited to spouse, child, stepchild, or grandchild.

**FINANCIAL REVIEW & INVENTORY** - All Club Room/Canteen financial records and properties shall be subject to financial review and approved by the Post Trustees or by qualified financial reviewers or accountants approved by them at least monthly.

**FINANCIAL RECORDS** – The Manager shall maintain adequate financial records, as established by the House Committee, and submit a monthly report to the Post, approved by the House Committee, showing:

- (a) Operating cash receipts for period covered by the report.
- (b) Inventory at beginning of period covered by the report.
- (c) Inventory at the end of the period of the report.
- (d) Net operating income (loss) for the period covered by the report.
- (e) Net operating income or loss from beginning of fiscal year to end of covered report.
- (f) Amount of cash on hand (including operating capital) at end of period by the report.
- (g) Amount of the Accounts Payable at end of the period covered; and (h) Any other financial data or information required.

This report shall be in writing and made a part of the Adjutant's minutes. A copy of the report shall be made available for review upon request by any member in good standing. All expenditures are to be supported by invoices and/or vouchers.

**MONIES** – The House Committee shall establish a specified sum to be used by the Manager as necessary operating capital.

All monies representing the net operation receipts (after disbursement) acquired by the Club Room/Canteen, shall be turned over to the Post Quartermaster. No expenditure shall be made for furniture, furnishings, equipment, etc., without prior approval of the Post, by way of majority vote of the membership, except for emergency repairs. The Manager and all employees handling Club Room/Canteen monies shall be bonded, by separate Bonding Company for at least the amount of the established operating capital plus the amount of the average inventory.

**VIII. CONDUCT-** Good order shall be always maintained on the premises of the Post Home. Club Room/Canteen privileges shall be discontinued forthwith to any person and said person shall immediately leave the premises and be suspended from Club Room/ Canteen privileges until further action is taken by the House Committee. Comrades who have been observed committing the following acts are assumed to be disruptive to good order:

- (a) Discuss affairs of the Veterans of Foreign Wars, or any of its members within the presence of, or hearing of a non-member of the Veterans of Foreign Wars;
- (b) Violates his obligation as a member or officer of the Veterans of Foreign Wars;
- (c) Becomes obnoxious, offensive, or whose conduct reflects discredit in any way or manner on the Veterans of Foreign Wars or any of its members.
- (d) Violates any rules, regulations, By-Law or law of the State of ARIZONA, County, City, Department of Revenue, and Veterans of Foreign Wars of the United States, Post, or House Committee.
- (e) Becomes intoxicated or arrives intoxicated on the premises; or
- (f) Creates a scene, or participated voluntarily in same, and any fracas or disorderly conduct on the premises.

**The operation of any Club Room/Canteen or activities by any Post shall not violate any rule, regulation, By-Law, Manual of Procedure, order or law of the United States, State of ARIZONA, County, City, ARIZONA Department of Revenue or any other division of government, Veterans of Foreign Wars, Post or House Committee.**

**IX. FURTHER SUSPENSION FROM CLUB ROOM PRIVILEGES** - The House Committee shall convene at a meeting within one week from the date of suspension of any person for the purpose of considering further suspension, which meeting may be continued to a later date at the request of the accused, and after hearing the charges and circumstances, and allowing the accused an opportunity to be heard may impose additional suspension of Club Room/Canteen privileges. Suspensions imposed can range from written admonishment and or up to 180 days of canteen privileges revoked. Such hearing is to be conducted informally and it shall be considered a duty of all members who have knowledge of any fact or circumstance material to such hearing or suspension, to attend the same and inform the House Committee of their knowledge. Should a circumstance of charges that are so egregious that a 180 suspension is not satisfactory the chairperson will initiate an article nine in accordance with the national bylaws. (i.e., assault, theft, habitual violations of post or canteen bylaws).

**X. ENJOYMENT OF CLUB ROOM/CANTEEN FACILITIES** – All members of the Veterans of Foreign Wars in good standing (including members of their Auxiliaries) and their bona fide guests, shall be entitled to enjoy Club Room/Canteen facilities. Bona fide guests include:

- (a) Non-members accompanied by a member and who leave at the same time as the member who is responsible for their conduct on the premises.
- (b) Members of an outside organization or group (non-profit), whose functions are similar to that of the V.F.W., that are allowed the use of Post facilities for meeting purpose only; and (c) Members of other veterans' organizations, where reciprocal provisions exist to members of the V.F.W. in the Club Rooms/Canteens.

**These restrictions do not apply where a license is held for operations open to the public. Posts that are open to the public shall hold any and all applicable licenses as they relate to gaming and the service of alcohol. Members of the public will be required to sign the Post visitor book upon arrival. Post members and Auxiliary members shall sign in bona fide guests in the Post guest book.**

**XI. CLOSED PERIODS** - Club Room/Canteen facilities CAN Be closed at the discretion of the Post commander.

**XII. TAX RETURNS AND INFORMATION** – Tax information for a Post is contained in the Post Adjutant/Post Quartermaster Operations Manual. Tax information is by no means all-inclusive of Internal Revenue Service Codes. Specifics concerning filing of tax returns should be addressed to a Certified Public Accountant (CPA) or an accountant employed by the Post.

**XIII. INSPECTIONS** – It shall be inspected by quartermaster or commander that all regulations and SOP are adhered to and are in compliance with all regulations federal, state, county and Veterans of Foreign Wars bylaws.

**XIV. ADDITIONAL RULES** – A Post may adopt additional rules, or guidelines, not in conflict with the provisions stated herein.

**XV. POSTING OF RULES** – Rules extracted into the appropriate format shall be always posted in a conspicuous place within the post home.

**HOUSE COMMITTEE APPROVAL**                      **DATE** \_\_\_\_\_

1) \_\_\_\_\_ 2) \_\_\_\_\_

3) \_\_\_\_\_ 4) \_\_\_\_\_

5) \_\_\_\_\_

**COMMANDERS APPROVAL**                      **DATE** \_\_\_\_\_

\_\_\_\_\_

**MEMBERSHIP APPROVAL**

**DATE OF VOTE** \_\_\_\_\_

**(SEE MINUTES OF POST MEETING DATED \_\_\_\_\_)**