

BY-LAWS
Casa Grande Post No. 1677
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 the Casa Grande Post No. 1677 Veterans of Foreign Wars of The United States.
- Sec. 2. The Location of this Post shall be the City of Casa Grande, County of Pinal, State of Arizona.

Article II
Subordination

- Sec. 1. The Supreme power of this association is vested in the National Convention and this Post shall at all times be governed by Congressional Charter and By-Laws of the Veterans of Foreign Wars of The United States, the By-Laws of the Department of Arizona, orders issued by National Convention, National Council of Administration, the Commander-in-Chief, the Department Convention Department Council of Administration and the Commander of the Department of Arizona. For the purpose of this Article and section, resolutions adopted by the National Convention are held to be lawful orders.
- Sec. 2. In all Post procedures not provided for by the Congressional Charter and By-Laws or these By-Laws, Roberts Rules of Order shall be the authority, and it shall be the Duty of the Post 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 or rules.

Article III
Meetings

- Sec. 1. Place: The regular meeting place of this Post shall be at 111 E. Second Street, Casa Grande, Arizona 85122.
- Sec. 2. Date/Time: The regular meeting of the Post shall be held on the fourth Tuesday of each month, to be called to order at six (6) p.m.

Article III (cont.)

- Sec. 3. The Post may, after at least fourteen (14) days written notice to 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 meeting or special meeting called for such purpose.
- Sec. 4. Special meetings may be called in accordance with the provisions of the National By-Laws.
- Sec. 5. Quorum: Six (6) members in good standing shall constitute a quorum for the transaction of business.
- Sec. 6. No member shall be permitted to speak on any one (1) subject (pro or con) more than twice. Both times no longer than three (3) minutes. Committee reports and recommendations; and visiting guests presenting a message to the Post are exempt from these limitations.

Article IV Membership

- Sec. 1. Membership is this Post; including: eligibility to, application for, acquiring and maintenance of, loss of and discipline shall be in accordance with the National By-Laws.
- Sec. 2. Annual dues per member, except for life members, shall be initially established at forty-five dollars (\$45.00) for new members and forty dollars (\$40.00) for continuous annual members, or members being reinstated. Life member dues shall be in accordance with the fee schedule established by National Headquarters.
- Sec. 3. The dues of this Post shall never be less than the amount required to cover National and Department dues.
- Sec. 4. Every member of this Post shall keep (if available) the Post Quartermaster advised of their correct address and email address, promptly reporting any changes of the same.
- Sec. 5. A copy of these By-Laws will be posted on the Post bulletin board for view by the membership.

Article V

Voting

- Sec. 1. Each member, of this Post, in good standing, at a regular or special meeting shall be entitled to only one (1) vote. No votes shall be cast by proxy. Votes may be taken by voice, show of hands, roll call, or secret written ballot. Voting will normally be accomplished by voice vote, unless the majority of the membership present votes to use some other method of voting.
- Sec. 2. Electronic video/audio meetings (such as Secure Zoom) participation/voting is permitted by members only. Verification of membership will be visually with membership card or verbally with the membership number stated by the member. No non-members may not be present on the electronic site or physically present at the remote site. Guests may be permitted with the prior authorization of the Post Commander or his proxy. Failure to comply with this rule will result in an article IX disciplinary action. A guest may only speak if recognized by the Post Commander and has no voting rights.

Article VI

Officers

- Sec. 1. Membership in this Post; including: eligibility to nomination, election or appointment; and installation and term of office shall be in accordance with the provision of the National By-Laws.
- Sec. 2. The duties of all officers shall be those prescribed by National and Department By-Laws, and lawful orders as the Post may direct and as these By-Laws may provide.

Article VII

Committees

- Sec. 1. All committee and volunteer committee members shall be appointed by the Post Commander within fifteen (15) days of the Department Convention. A committee is a person or group of persons appointed to perform a particular task or function. The Post Quartermaster, by virtue of duties shall be Treasurer of all committees handling funds but have no vote in committee reports to the Post Commander.

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

- | | |
|-----------------------|-----------------------------------|
| (a) Community Service | (f) Post/Auxiliary Joint/Planning |
| (b) Membership | (g) House |
| (c) Poppy | (h) Bingo |
| (d) Americanism | (i) Arizona Pull Tabs |
| (e) Youth Activities | (j) Queen of Hearts |

Sec. 3. The Post shall not be responsible for negligent or wrongful acts, contractual obligations, or debts of any activity, canteen, holding company, incurred (not approved by the Post) but said to be done on behalf of the Post.

Article VIII

Control of Subsidiary Units

- Sec. 1. Any activity, unit or club room 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 and deposited into the General Fund.
- 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 the purpose 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.
- Sec. 5. All funds, raised by any means, will be deposited in the General Fund.

Article IX

Expenditure of Post Funds

- Sec. 1. Expenditure of funds shall be made only after prior authorization from the Post. All checks for the expenditure of the Post funds shall be numbered in sequence. Unless otherwise provided for in these By-Laws, all disbursements of the Post funds shall bear the signature of the Post Quartermaster and the Post Commander.

- Sec. 2. The adoption of this article shall constitute authorization by the Post for the payment of bills, when and as due, for the monthly expenses for the Post, and minor emergency repairs and day to day operation authorized by the Post Commander.
- Sec. 3. No other payments or expenditures shall be made except on the specific authorization of the Post in each and every case.
- Sec. 4. The Post Quartermaster shall be the custodian of all funds and will maintain separate accounts for the General Fund and Canteen Fund. After all payroll and operational costs are settled the remaining funds will be transferred to the Post General Fund. All funds dispensed will be approved by the Post Quartermaster. These funds and books maintained by the Post Quartermaster, shall be audited by the Post Trustees once a quarter per Department instructions.

Article X Compensation

- Sec. 1. No compensation will be paid to any Officer of this Post. Any additions of changes must be voted on by the Post membership.

Article XI Miscellaneous

- Sec. 1. This article pertains solely for Post 1677 revenue business, obligations, responsibilities and duties as described.
- Sec. 2. This section of the Post By-Laws is for revenue purposed operations of the Post only and as such does not require changes to be submitted to Department of Arizona and National as amendment approvals as changes occur.

Article XII House Committee

- Sec. 1. The operation and management of the Canteen which only pertains to the bar, shall be entrusted to the House Committee of appointed members in good standing, to be known as the House Committee. The Canteen shall be, at all times, be under the direct control of the Post and all funds derived therefrom shall be in the custody of the Post Quartermaster.

- (a) The Canteen Manager shall be held responsible for the day to day operation of the canteen to the Post Commander for strict enforcement of these By-Laws and Canteen regulations, ordinances, and state laws applicable to the operation of the Canteen.
- (b) The House Committee shall meet at least once a month or as necessary to conduct business. The Canteen Manager shall keep accurate records, open to inspection and submit a profit/loss statement to the Post Quartermaster once per month at the House Committee meeting. The Canteen Manager will be the Adjutant for the House Committee.
- (c) Any member of the House Committee may be removed under the procedures outlined in these By-Laws.
- (d) Violating, or permitting the violation, of these By-Laws, rules and regulations, shall be deemed sufficient cause for discharge of the Canteen Manager.
- (e) The Canteen Manager shall be responsible to the House Committee and the Post Commander for the conduct of all patrons. He or she shall deny canteen privileges to any member or guest (member are responsible of their guest) violating these By-Laws; Canteen regulations or rules, or local ordinances, or state laws, until the next regular or special meeting of the House Committee.
- (f) The House Committee shall have the authority to suspend all canteen privileges of any member for misconduct on Canteen premises for the following periods:

Minor offense	Shall be a verbal warning by the Canteen Manager.
Second offense or Major offense	Thirty (30) day suspension, pending action by the House Committee and a six (6) month probation.
Third offense	This can be suspension for an indefinite period.

All members and their guests, on Post property, will be expected to conduct themselves in a civil, respectful, and responsible manner. Non-compliance to verbal requests will result in ejection from the premises.

Sec. 2. These By-Laws shall become effective after approval by the Post, the Commander of the Department, and the Commander-in-Chief of the Veterans of Foreign Wars of The United States.

- Sec. 3. These By-Laws may be amended by the Post by a two-thirds vote of the members present at a stated 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. 4. Wherever these By-Laws or 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.
- Sec. 5. The rules for the Canteen are set in Arizona Revised Statutes Title 4 (Alcoholic Beverages) and Arizona Revised Statutes Title 13 (Criminal Codes: Chapter 31 and Chapter 33).
- Sec. 6. This Post is a non-smoking facility. The patio area is set aside for smoking.

These By-Laws were adopted subject to approval of the Commander-in-Chief and the Commander of the Department of Arizona, Veterans of Foreign Wars of The United States on this _____ day of _____, 2020 at a stated meeting of this Post in the City of Casa Grande, County of Pinal, State of Arizona.

Casa Grande Post No. 1677
Veterans of Foreign Wars of The United States

Verified by:

_____ Date

_____ Date

_____ Date

_____ Date

