

BY-LAWS

GEORGE EDWARD WHITE POST No. 56 VETERANS OF FOREIGN WARS OF THE UNITED STATES LEAVENWORTH, KANSAS

ARTICLE I - NAME AND LOCATION

- Section 1.** *By virtue of charter granted, this Post shall be known as GEORGE EDWARD WHITE Post No. 56, Veterans of Foreign Wars of the United States.*
- Section 2.** *The location of this Post shall be in the City of LEAVENWORTH, County of LEAVENWORTH, State of KANSAS.*

ARTICLE II - SUBORDINATION

- Section 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 and Manual of Procedure of the Veterans of Foreign Wars of the United States, the By-Laws of the Department of KANSAS, 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 KANSAS. For the purposes of this Article and Section, Resolutions adopted by the National Convention are held to be lawful orders.*
- Section 2.** *Subordinate to the provision of Section I of the Article, this Post shall be governed by the Articles of Incorporation of this Post and these By-Laws.*

ARTICLE III- MEETINGS

- Section 1.** **Place.**
- A.** *The regular meeting place of this Post shall be at the Veterans of Foreign Wars Post home located at: 519 Cherokee Street, Leavenworth, Kansas 66048.*
- B.** *The Post may change its Chartered location in accordance with the provisions of Section 206 of the National By-Laws and Manual of Procedure.*

- Section 2. Time.**
- A. The regular meetings of the Post shall be held on the SECOND THURSDAY of each month, to be called to order at 7 p.m.**
 - B. In the event a regular meeting of any month falls on or in a Holiday period, the Post may vote at a previous meeting to postpone or re-schedule the Holiday meeting.**

Section 3. The appointed meeting place, appointed day or time may be changed upon a majority vote of the members present at a regular or special meeting after at least fourteen (14) days written notice to the Department Commander and members of the Post.

Section 4. Special meetings may be called in accordance with the provisions of the National By-Laws and Manual of Procedure, Section 203.

Section 5. Quorum. A quorum for the transaction of Post business shall be five (5) members, as noted in Section 203 of the National By-Laws.

ARTICLE IV - MEMBERSHIP

Section 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.

Section 2. The admission fee of this Post shall be in accordance with Section 104 of the National By-Laws.

Section 3. Annual Dues.

A. The annual dues of this Post shall be set by vote, as prescribed by these by-laws per year, to be paid in accordance with the National and Department By-Laws and lawful orders.

B. The annual dues of this Post may be changed at a regular meeting, provided that notice of such action has been mailed to all members at least 30 days in advance of such meeting.

C. The Annual dues of this Post shall never be less than amount required to cover Department and National Dues.

ARTICLE V - OFFICERS

Section 1. All officers of this Post are subject to the eligibility, nomination, election or appointment, installation and term of office in accordance with the provisions of the National By-Laws and Manual of Procedure, Sections 215, 216, and 217.

Section 2. *The duties of all officers shall be those prescribed by National and Department By-Laws National Manual of Procedure, lawful orders, and as the Post may direct and as these By-Laws may hereafter provide.*

Section 3. **POST COMMANDER.** *The duties of the Post Commander shall be:*

- A.** *Presides at all regular and special meetings.*
- B.** *Enforce a strict observance of all laws and usage of the organization and orders from proper authority.*
- C.** *Appoints all officers and committees not otherwise provided for by the National By-Laws, Department of Kansas By-Laws and those of this Post.*
- D.** *Approves payment of all bills, by a motion to be made and passed at a regular meeting of the Post, and countersigns the check (s) to pay them.*
- E.** *Ensures that the Post Quartermaster, Bingo Chairman and the Post Bar Steward are bonded in accordance with Article VII, Section 703, of the National By-Laws.*
- F.** *Ensures that all reports are correctly made-out and promptly forwarded, as required.*
- G.** *Ensures that the Quarterly audits by the Post Trustees are correctly made-out and forwarded, in accordance with Section 218 of the National By-Laws.*
- H.** *Ensures that he, or his representative, attends all regularly called District conventions or meetings.*
- I.** *Ensures that all Comrades attending Post meetings are in good standing; having paid all fees and dues as required by the By-Laws, or whose dues have been remitted by the Post in accordance with the provisions of the By-Laws.*
- J.** *The Post Commander may spend up to \$100 dollars in an emergency, At the next regular meeting, the Post Commander shall explain such expenditure and request the Post approval.*

Section 4. POST SENIOR VICE COMMANDER. The duties of the Post Senior Vice Commander shall be:

- A. Presides at all meetings in the absence of the Post Commander.**
- B. Represents the Post when the Post Commander is unable to do so.**
- C. Is the Post Membership Chairman and the House Committee Chairman.**
- D. As Chairman of the Membership Committee, he shall select a membership Committee to assist him in his duties.**
- E. As Chairman of the House Committee, he presides over all committee meetings.**
- F. Performs other duties, as prescribed, at Post meetings.**

Section 5. POST JUNIOR VICE COMMANDER. The duties of the Post Junior Vice Commander shall be:

- A. Presides at all meetings in the absence of the Post Commander and the Post Senior Vice Commander.**
- B. Represents the Post when the Post Commander and the Post Senior Vice Commander are unable to do so.**
- C. Is the Chairman of the Post Community Service Committee.**
- D. Is the Chairman of the Building Committee.**
- E. Performs other duties, as prescribed, at Post meetings.**

Section 6. COMMANDER PRO TEMPORE. In the event that neither the Commander, Senior Vice Commander or Junior Vice Commander are not present the Post shall elect a Commander Pro Tempore to preside at the meeting of the Post.

Section 7. POST QUARTERMASTER. The duties of the Post Quartermaster shall be:

- A. Has charge of all monies, securities, vouchers and other properties of the Post.**
- B. Pay all bills, after the Post has authorized payment, or as authorized by these By-Laws**
- C. Signs all checks.**

- D. Receives annual Membership Dues (Admission Fees if applicable) and Life Membership Fees and forwards the Department and National Dues and Life Membership Fees immediately to National Headquarters as prescribed in Section 104 of the Manual of Procedure.**
- E. Is responsible for the maintenance of all books and records of the Quartermaster.**
- F. Keeps record of, and applies for, membership awards.**
- G. Orders and pays for Buddy Poppies, as approved at a regular Post meeting.**
- H. Is responsible for completing and filing all federal and state tax and report forms.**
- I. Collects all monies due the Post, giving receipt thereof.**
- J. Keeps an account of each members' dues and notified all members whom are in arrears.**
- K. Dues Reserve Fund.**
 - 1) Maintains a dues reserve fund, to which shall be credited not less than one-half of the Posts' part of current years' due paid by each member prior to July 1st**
 - 2) The Quartermaster shall not disburse, nor shall an obligation be incurred against this fund, until after July 1st of each year - at which time it shall be transferred to the Post General Fund and be available for expenditure.**
- L. Books and records of the Quartermaster shall be uniform and shall be those prescribed by the National Headquarters. The books and records shall, at all times, be kept in a neat and efficient manner.**
- M. Relief Fund.**
 - 1) Maintains a relief fund, in which shall be credited the net proceeds of all sales of Buddy Poppies and such other money, as may be solicited or donated, for veteran relief purposes.**
 - 2) Expenditures of the relief fund shall only be made for the purposes outlined in Section 704 of the Manual of Procedure.**
- N. Acts as the Treasurer of all Post Committees - Receiving, accounting for and expending all funds as properly authorized by the Post or as these By-Laws direct.**

Section 7. POST QUARTERMASTER.

- O. Shall provide access and transfer to his successor in office or anyone designated by higher authority, without delay, all books, records, papers, monies, securities, and other property of the Post in his possession or under his control..**
- P. To number all checks for the expenditures of the Post funds, in sequence. The number of each check to correspond with the voucher authorizing the same. Countersigns each check in conjunction with the Post Commander.**
- Q. Before entering upon his duties, the Quartermaster shall qualify, by good and sufficient bond, in a sum at least equal to the amount of the liquid assets for which he may be accountable - the cost of which shall be paid from Post funds.**
- R. To perform other duties, as prescribed, at Post meetings.**
- S. The Post Quartermaster shall maintain the monies of the post in eight (8) separate accounts:**
 - 1. Post General Fund. Includes all monies of the Post not included in the listed accounts.**
 - 2. Post Reserve Dues Fund.**
 - 3. Post Relief Fund.**
 - 4. Post Building Fund.**
 - 5. Invested Post Funds.**
 - 6. Bingo Fund**
 - 7. Post Club (Bar) Fund**
 - 8. Post Kitchen Fund.**
- T. The Quartermaster shall make a monthly report of the status of each of the above-named funds at the regular monthly meetings of the Post.**

Section 8. POST ADJUTANT. The duties of the Post Adjutant shall be as prescribed in the National By-Laws and Manual of Procedure, and shall include:

- A. Keeping in books or files, properly prepared, the By-Laws and Manual of Procedure of the Veterans of Foreign Wars of the United States; copies of the By-Laws of the Post, District and Department.**
- B. In a proper file, maintain the original application of every member admitted to the Post. This file will be kept at the business office of the Post.**

Section 8. POST ADJUTANT

- C. Maintaining an order file, in which shall be kept all orders or circulars, issued by the Commander-in-Chief, the National Council of Administration, The Commander of the Department of Kansas and the Post Commander.**
- D. Maintain a letter file, for all official correspondence.**
- E. Maintaining a roll of departed comrades. This file will be kept at the business office of the Post.**
- F. Attest, by his signature, all official actions of the Post.**
- G. Prepare reports and returns, as required, and at the direction of the Post Commander.**
- H. Answer Post correspondence, as required, or as directed by the Post Commander.**
- I. Aid the Post Commander in preparing for meetings.**
- J Perform other duties, as prescribed, at Post meetings.**
- K. Transfer to his successor, without delay - all books, papers, other records and property of the Post, in his possession or under his control.**

Section 9. POST JUDGE ADVOCATE. The Post Judge Advocate shall be the legal assistant and advisor to the Commander and the Post in all legal matters pertaining to the organization. He shall perform such other duties as may be required of him by the Post By-Laws and Ritual.

Section 10 POST CHAPLAIN. The duties of the Post Chaplain shall be:

- A. Chairman of the Post Visitation Committee, responsible for the duties of the Visitation Committee, as prescribed in these By-Laws.**
- B. Performs such other duties as may be required of him by the Post, By-Laws and Ritual.**

Section 11 POST SURGEON. the duties of the Post Surgeon shall be:

- A. To be the chairman of the Health and Safety Committee.**
- B. It shall be the duty of the Post Surgeon to promote, and put into effect, health programs for the benefit of the Post and the Community.**
- C. The Post Surgeon shall supervise the Post Blood Donor Program.**

Section 12. POST TRUSTEES. *The duties of the Post Trustees, as prescribed in the National and Department of Kansas By-Laws, shall be:*

- A.** *To perform, not later than the end of the month following the last day of each quarterly period, a proper audit of the books and records of the Post Quartermaster, the Post Adjutant, the Post Club (Bar) and Canteen Manager. A detailed statement of such audits will be submitted to the Post at the next regular meeting after every such audit.*
- B.** *To submit quarterly, through the Post Commander, a Post Trustees' Report of Audit, to the Department Inspector. The audit shall be signed by the Post Commander and Trustees, whom shall, by their signatures, certify as to the accuracy of the information contained therein. The report shall be in accordance with, and upon such forms as may be prescribed by the Adjutant General.*
- C.** *The Trustees shall audit the records and accounts of all committees, Officers and Members having to do with the receipt and expenditure of Post Funds.*
- D.** *Shall verify all expenditures of the Post, and certify by their signatures, as to the correctness of each expenditure voucher.*
- E.** *Perform other duties, as prescribed, at Post meetings or as prescribed by the National by-Laws and Manual of Procedure.*

Section 13. POST OFFICER OF THE DAY. *The duties of the Post Officer of the day are:*

- A.** *Custodian of the Post colors, Altar Flag, Bible and such other Post property as is incident to the Post meeting.*
- B.** *To personally inspect the official membership dues receipt (membership card) of every member present at the beginning of every closed meeting. He shall instruct comrades whom may not have paid the dues for the current calendar year - and who, as a result - do not possess an official membership card (receipt), to immediately pay the required dues to the Post Quartermaster. In the case where a member does not have an official dues receipt (membership card) in his possession, but claims that his dues are paid - or were remitted - the Officer of the Day will immediately ascertain the membership status of the comrade from the Post Quartermaster. The Officer of the Day may not permit a comrade whose dues have not been paid, or remitted to the end of the current calendar year to remain during a closed, regular or special Post meeting.*

- C. He shall have the Post Colors in proper position and the altar properly decorated with the Flag and Bible, and all Officers' stations in proper position, and in order.**
- D. He shall present and retire the National Flag and Post Colors.**
- E. By direction of the Commander, he shall prepare the ballot, shall permit only those to cast their ballots whom are qualified, and observe that the same is done in a secret and proper manner.**
- F. He shall properly present and introduce distinguished guests.**
- G. He shall, at the close of the meeting, see that all Post property under his control, is properly and safely taken care of and put away.**
- H. He shall conduct himself in a dignified and military manner.**
- I. He shall perform such other duties, incident to his Office, as the By-Laws Manual of Procedure and Ritual provide.**

Section 14. LEGISLATIVE OFFICER. The duties of the Legislative Officer shall be:

- A. To forward to each member of the Post, not later than fifteen (15) days prior to any election of State, National or Legislative Officer, a true copy of such information as shall be sent him by the Department or National Legislative Officer, pertaining to the previous actions of the candidates for these public offices on Veterans welfare legislation.**
- B. To perform such other duties as prescribed by the Post, By-Laws and Ritual.**

Section 15. PATRIOTIC INSTRUCTOR. The Patriotic Instructor shall maintain a record of all patriotic days and shall initiate programs for their proper observance by the Post and the Community. He will also perform other such duties incident to his Office, as the Post Commander and constituted authorities may direct.

Section 16. POST HISTORIAN. The Post Historian shall write or maintain, from the records, a true history of the Post and perform such other duties as are incident to his office, or such as the Post Commander and By-Laws may direct.

Section 17. POST GUARD. The duties of the Post Guard shall be:

- A. To faithfully guard the door of the Post room; to allow no one to enter whom does not possess an official paid-up card (Membership Card) for the current calendar year. Should the person requesting admittance state that his dues are paid, but that he does not have the official card in his possession, it shall be the duty of the Guard to inform the Post Commander, whom shall ascertain - from the Quartermaster - whether or not the person seeking admittance has paid his dues to the Post for the current calendar year. If so, the member shall be admitted, provided he is otherwise in good standing.**
- B. The Guard shall notify the Officer of the Day of the presence of all distinguished guests whom may be waiting for admittance.**
- C. The Guard shall perform such other duties incident to his Office or as the Post, the Post Commander, the By-Laws and Ritual may direct.**

Section 18. POST SERVICE OFFICER. The duties of the Post Service Officer are:

- A. To assist the members of the Post, their widows, orphans and other worthy cases brought to this attention, in obtaining rightful benefits from the federal and state governments, to assist them in the preparation of the proper forms in applying for such benefits and in the assembling of evidence required in connection therewith.**
- B. To perform such other duties incident to his Office, as may be directed by competent authority, in order to faithfully fulfill his obligation.**
- C. The Service Officers' work shall be performed in accordance with the instructions contained in the "VFW Guide for Post Service Officers", under the general supervision of the Department Service Office.**

ARTICLE VI - COMMITTEES AND DUTIES

- Section 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 his will and pleasure. The Post Quartermaster, by virtue of his office, shall be treasurer of all committees handling funds.**

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

- | | | |
|-----------------------|-----------------------------|---------------------------------|
| (a) Membership | (e) Youth Activities | (l) Community Activities |
| (b) Relief | (f) House | (j) Safety |
| (c) Poppy | (g) Americanism | (k) Bingo |
| (d) Publicity | (h) Ways and Means | |

Section 3. MEMBERSHIP COMMITTEE.

Section 4. RELIEF COMMITTEE.

Section 5. BUDDY POPPY COMMITTEE.

Section 6. PUBLICITY COMMITTEE.

Section 7. YOUTH ACTIVITIES COMMITTEE.

Section 8. HOUSE COMMITTEE.

- A. The House Committee shall be elected by the Post Membership to manage the business affairs of the Club. The committee shall consist of three (3) members elected, plus the Commander and the Senior Vice-Commander. The term of the three elected members shall be a three (3) Year Term one of whom shall be elected annually. Trustees shall not serve on the House Committee. The Quartermaster shall be the non voting ex-officio member of the House Committee and shall be the Treasurer**
- B. PURPOSE. The House Committee is responsible for the cleanliness, repair and upkeep of; the Canteen, Activity Rooms, Meeting Room and other such equipment as can be rented - to a Person or Organization - and all of the property therein. The House Committee shall authorize and supervise the rental of the Post' Activity Rooms, Meeting Hall or other resources and equipment, in order to ensure the protection of the Post's name and property, consider the terms "rented" and "rental" carefully.**
- C. EMERGENCY EXPENDITURES. The House Committee may authorize expenditures for emergency repairs and janitorial supplies, as may be necessary for the preservation and protection of the Canteen, Activity Rooms, Meeting Hall and other equipment - provided that the total amount expended, between regular monthly membership meetings, shall not exceed \$100, and provided that such expenditure is reported to the Post Membership at the next regular meeting for their approval.**

Any amount over \$100 must have the approval of the Post Membership - at a regularly scheduled monthly membership meeting.

D. FINANCES.

- 1) Handling of Funds. All monies received by the House Committee - revenues from the Canteen, rental of the Post' Activity Rooms, Meeting Hall and other equipment - shall be deposited with the Post Quartermaster, giving a receipt therefore.**
- 2) Expenditures. All expenditures, in support of the House Committee, shall be paid in response to a qualified voucher - by check, drawn and signed by the Quartermaster, and counter-signed by the Commander.**
- 3) Records. The House Committee shall keep a record of all its' receipts and expenditures, and shall - at every regular monthly membership meeting of the Post, report all monies received and all expenditures made since the last regular monthly membership meeting.**
- 4) Out of Town Checks. No out of town checks will be taken without the approval of the Post Commander or the Senior Vice Commander.**

E. ITEMS NOT COVERED BY CURRENT RULES & REGULATIONS. The Post may adopt such further rules and regulations - governing the usage and conduct of the Canteen, Activity Rooms, Meeting Hall and other Post resources - such 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 monthly membership meeting, or a special meeting called for that purpose; at least thirty (30) days notice, in writing, having first been given to all members.

F. HIRING/TERMINATION OF EMPLOYEES. The House Committee shall employ or terminate the employment of such personnel as is necessary to operate the canteen - at their discretion - subject to an appeal to the membership at a regular Post Meeting.

G. TREASURER. The Post Quartermaster, by virtue of his office, shall be the treasurer of the House Committee and be a non-voting member.

H. REMOVAL. The House Committee members may be removed at any time, pursuant to Article II or Article IX, of the National By-Laws.

I. MEETINGS.

- 1. Date/Time.** *The House Committee shall meet on the second (2) Tuesday of every month at 7:00 PM to conduct their Business. If employed by the Post, the Canteen Manager will attend the meeting.*
- 2. All members of the House Committee have a voice, but only the Commander, Sr. Vice Commander, and the three(3)elected members shall have a vote.**
- 3. Quorum.** *Three (3) voting members of the five (5) must be present to constitute a legal quorum and conduct official business.*

J. USAGE OF POST 56 FACILITIES, EQUIPMENT & PROPERTY. *The use of Post 56 facilities, equipment and property shall be limited to those individuals and organizations deemed acceptable by the House Committee, upon application for the purpose of such usage. All Post members, to include the Post Auxiliary members - in good standing, and members in good standing of all other VFW Posts and their guests, may utilize said facilities, equipment & property - pending their continued good behavior.*

K. CANTEEN.

1) MANAGEMENT.

The House Committee shall employ such personnel, including manager, as shall be necessary. No member of the House Committee shall serve as Manager.

2) FINANCES.

a) OPERATING FUNDS. *The House Committee and Club Manager shall turn over to the Post Quartermaster at least once a week or when the amount on hand is double the amount authorized by Post Membership as operating cash on hand. A specific sum shall be prescribed by vote of the Post Membership as funds held for operation of the club and expenditures for re-supply of inventories.*

b) RECORDS. *All receipts and expenditures of the Canteen shall be accounted for weekly by the Canteen Manager and shall be accounted for monthly by the Canteen Manager to the House Committee.*

3) CANTEEN MANAGER. Shall be solely responsible to the House Committee and the Post Commander for the full operation of the Canteen and shall abide by and enforce the Canteen Rules. The Canteen Manager shall abide by the Post, Department and National By-Laws and shall keep all necessary financial records as the House Committee may require.

4) EMPLOYEES.

a) Hiring/Termination. When authorized to hire an employee-the priority of consideration shall be given to any member in good standing first - then to members in good standing of the Men's/Women's Auxiliaries. Should there not be any interested or qualified members in good standing within the Post- the position will be opened-up to qualified applicants from the General Public. The House Committee will make the decision as to whom to hire for the position, in accordance with Federal Hiring Practices.

The Canteen Manager is the sole authority for informing an employee of their hiring & termination of employment - when authorized or instructed to do so by the House Committee, in writing - from either the Senior Vice Commander or the Commander.

b) Contract/Pay. All employees of the Post shall sign an employment contract stipulating: the terms of their employment, how much they are to be paid, when they are to be paid. All employees are to be paid by check with the proper amount withheld for payroll taxes. The House Committee shall ensure that any person hired shall be bonded to the Post - according to the Post, Department & National By-Laws.

5) VOLUNTEERS. Volunteers may be utilized as bartenders, serving/wait staff or other personnel as may be required to support the various functions of the Canteen, in order to preserve Post funds. Volunteers will be selected based upon the same criteria as Canteen employees. Volunteers may be assigned duties and responsibilities - such as Lead, Day & Night Bartender of serving/wait staff - as required, in order to maintain a proper environment in the Canteen. All volunteers will work for tips only - no compensation or other form of consideration will be given. Scheduled weekly and/or monthly volunteers may be paid a weekly stipend, in consideration for up keep and repair of their clothing - as the House Committee and membership may approve. Volunteer bartenders will be bonded to the Post if their duties include nightly closing and/or depositing funds into the bank.

6) INCIDENTS OF MISCONDUCT.

a) GENERAL. Undesirable, intoxicated, and/or threatening individuals or groups will be asked to leave the Post premises (to include the sidewalk area) by the Canteen Manager, employee or actively participating volunteer. Should the party or parties not comply - law enforcement officers shall be called to resolve the situation.

b) ACTIONS TO TAKE. The House Committee shall have the authority to temporarily suspend all privileges of any member who is guilty of any act of misconduct upon the Canteen, Activity Rooms, or Meeting Hall premises - for whatever period of time which is deemed proper for the level of misconduct - up to and including the time until the next regular meeting of the Post.

The Post Judge Advocate will be duly informed of incident in order for him to ascertain the facts of the incident in order to further inform the Post Commander. The House Committee will then bring to the floor any incidents of misconduct at the end of their report to the Post - individually, whereupon the House Committee Chairman, or the Canteen Manager will stipulate the incident (s) of misconduct to the floor. The member (s) involved will then be allowed to rebut the stated incident (s), whereupon a discussion will be held and then a motion made to determine what, if any further action should be taken against, or on behalf of, the stated members. Based upon the above, the following actions will take place by the stated persons:

- 1. Bartender/Volunteer Bartender:** Bar anyone for 24 hours
- 2. Canteen Manager:** Bar anyone for up to the time of the next House Committee meeting.
- 3. House Committee:** Bar anyone for life. Individual (s) may appeal the decision at any General Membership meeting.

c) SERIOUS Incidents of serious misconduct - those involving the intentional injury of a member or a guest, robbery of or by a member or guest, anything involving a firearm or the brandishing of a weapon - especially if any law enforcement officers are called to, or are compelled to become involved in the scene, will result in the immediate suspension of all Canteen privileges subject to the immediate adjudication of the incident by the House Committee.

The Canteen Manager will immediately inform the Post Senior Vice Commander of the incident, who will in-turn inform the Post Commander.

An emergency meeting of the House Committee will be convened as soon as is feasible and the incident related to the remaining members for recommended action.

7) AUTHORITY. any employee or volunteer bartended, in charge of the Canteen and/or Activity Rooms, during any given period, will have the same authority as the Canteen Manager to maintain order and a proper environment in the Canteen and/or Activity Rooms.

Section 9. AMERICANISM.

Section 10. WAYS & MEANS.

Section 11. COMMUNITY SERVICE.

Section 12. SAFETY.

Section 13. BINGO.

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 there-with 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 Ladies Auxiliary to the Veterans of Foreign Wars, the Military Order of the Cootie and its Ladies 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 - 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 and in addition to the signature of the Quartermaster, shall be countersigned by the Post Commander.

ARTICLE VIII -EXPENDITURE OF FUNDS

- 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 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 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 - FUND RAISING 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 fund-raising 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 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.*

ARTICLE X - FUND RAISING PROMOTIONS & SOLICITATIONS

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 purposes 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 shall 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 Quartermaster advised of his current address by promptly reporting any change of same.*

Sec. 2. *One copy of these By-Laws shall be issued to each elected and appointed officer of this Post.*

Sec. 3. *In all Post procedure not provided for by the Congressional Charter and National By-Laws Manual of Procedure or these By-Laws, Demeter's Manual shall be the Authority, and it shall be the duty of the Post 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 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 By-Laws 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.

ARTICLE XIII- AMENDMENTS

Sec.2. Unless otherwise provided for in Post By-Laws, these By-Laws may be amended by the Post by a two-thirds vote of the members present at a stated meeting thereof provided; however, such amendments have been read at the preceding stated meeting and each member notified, at least twenty (20) days in advance and, upon request, provided a copy of the proposed amendments. All amendments shall be forwarded through channels and reviewed by the Department Commander and the Commander-in-Chief before becoming effective.

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.

These By-Laws were adopted, subject to the review of the Commander-in-Chief and the Commander of the Department of KANSAS, Veterans of Foreign Wars of the United States on this 11th day of JANUARY, 2007, at a regular meeting of this Post in the City of LEAVENWORTH and County of LEAVENWORTH, State of KANSAS.

**Veterans of Foreign Wars of the United States
George Edward White Post No. 56**

**By: _____,
Mark H. Morrissey
Commander**

OFFICIAL:

**By: _____
Dennis L. Vaught
Adjutant**

