



LAWRENCE VFW POST 261 CLUB REGULATIONS AND BY-LAWS

1. Wherever the word Club or Canteen is used in these Regulations and By-Laws, it shall be taken to mean the operated social room or rooms founded or operated for the enjoyment and recreation of Lawrence Post 261 VFW members and auxiliary.
2. A VFW Post Club or Canteen is a subordinate unit of the parent post and shall be operated solely for the benefit of the post membership.
3. After approval of any Club or Canteen regulations and By-Laws they shall apply on all Post premises where alcoholic beverages are dispensed, served or sold by the Post Club or Post Canteen under the Post Club and Canteen A.B.C. Permit.
4. After approval of any Club or Canteen Regulations, By-Laws or amendments thereto, a copy thereof will be furnished each Post member in good standing, on request, and a copy thereof posted conspicuously in the club room.
5. After adoption of these Club or Canteen Regulations, By-Laws or amendments thereto, copies of the same shall be submitted in triplicate to the State Commander for his approval, and he shall forward two (2) copies thereof to the National Commander-in-Chief for review . and that one reviewed copy shall be returned to the Post.

6. When the Club or Canteen makes application for a fraternal liquor permit or for a renewal of such permit it shall first forward such application with supporting documents to the State Commander for approval. A copy of the articles of incorporation thereof shall accompany such application.

USE OF POST AND CANTEEN FACILITIES

7. Only Post members of the VFW and Ladies Auxiliary in good standing may be members of the Post Club and no guest membership or honorary Club membership of any kind will be allowed.

8. Only VFW Post members and Ladies Auxiliary members in good standing who are twenty-one (21) years of age or older may purchase alcoholic beverages in the Canteen, and:

A. No Post or Auxiliary member's children under 18 years of age are permitted in the Canteen after 9:00 PM.

B. Children 18 years or older of Post members and Auxiliary members must be accompanied by a Post member or Auxiliary member.

C. No one under twenty-one (21) years of ages will be permitted to be seated at the bar.

D. Post or Auxiliary member's children in the club at any time will not be permitted to consume alcoholic beverages, even if they are with a parent, if they are under twenty-one years of age. Violators will be suspended under procedures provided in Regulation 10.

E. No pets permitted in Club. (State Board of Health Rule)

F. At all times, all persons shall be adequately covered. Minimum covering from waist up shall be at least a tee-shirt. No one will be admitted without shoes.

G. No member or auxiliary member will be served in the Canteen during the holding of any regular Post or Auxiliary meetings.

H. Hours during which the Canteen may remain open will be posted in or near the club room. The Canteen closing hours are subject to change at the discretion of the House Committee.

I. All Post rooms, (i.e. kitchen, backroom or canteen,) will be managed by the House Committee only. Any rental or use of these areas must be coordinated with the House Committee.

J. Any member or auxiliary member who rents any of the special areas of the Club or Canteen will sign a contract with the House Committee that will ensure that they (the renter) will be responsible for any and all damage or lost items.

K. All work or repairs that are needed for the Post will be brought to the attention of a member of the House Committee as soon as possible. All work or repairs will be offered to a qualified or properly licensed member of the Post before going to the community shops.

L. A copy of keys to all rooms will be maintained in the locked safe in the House Committee office to be used in emergency situations only. These keys will not be issued to anyone without the permission of the Post Commander or in his absence the 1st year House Committeeman.

M. All special equipment that is managed by the Post in any room or storage area must be signed-out at the canteen by a member or auxiliary member. All members must sign-out any equipment they wish to use.

N. Any committee or member that desires to use any room of the Post will be responsible for their own cleanup. The Post will not be responsible for clean up unless first approved on the floor by a vote of the members.

9. A House Committee shall be elected by the Post membership to act as a board of management for the business affairs of the Canteen. The House Committee has the responsibility to provide a program of events that are intended to attract attendance at the Post. This House Committee shall consist of three(3) members, one of which shall be elected each year for a three (3) year period. No member of the House Committee shall succeed to membership on such committee automatically by virtue of election to any Post Office. Post Trustees will not be elected to the House Committee. The House Committee member with one (1) year to serve shall be Chairman of the Committee. All members of the House Committee shall be elected, and not appointed, by the election of a new member to fill a vacant position. The other two members will remain in their present year of office. Notwithstanding any of the above it is understood that the duly elected Post Quartermaster shall be the Treasurer of the House Committee with eligibility to office election and removal, therefrom in full accordance with the applicable provisions of Sections 215, 216, 217, 220 and 110.

10. The House Committee may suspend the club privileges of any Post member or Auxiliary member who is guilty of any misconduct on the club premises, for whatever period of time they shall

determine proper, by presenting him/her with written notice in person or by certified mail. Final decision shall be made by a majority vote of the members present at the next regular or special meeting, after suspended member has received such notice.

11. The Post Membership may overrule or abrogate any action of the House Committee by a majority vote at a regular or duly called special meeting. Any House Committee member may be removed from office if determined, by a Disciplinary Hearing Panel, to be guilty of an offense held to be cognizable under Article IX of the National By-Laws.

12. The House Committee shall have authority to employ such personnel as necessary to properly operate the Club, including a Club Manager, and may discharge personnel at their discretion. If a point of disagreement among the House Committee is reached, majority rule shall apply. Priority on employment should be given to Post members in good standing, if qualified. No member of the House Committee may serve as Club Manager, or as a paid employee of the Club.

13. The Club manager or any employee handling Club monies in excess of \$2000.00 shall be bonded to the Post for twice the largest sum that may pass through his/her hands at any one time.

14. The Club Manager, and in his absence, the House Committee is responsible to the Post Commander for the conduct of all patrons of the Club. He shall deny the use of the Club to any Post member, Ladies Auxiliary member or guest of a member who violates the Club By-Laws, State Laws, or these regulations.

15. The Club Manger and members of the House Committee shall be held responsible by the Post Commander and the membership to know and strictly enforce at all times the By-Laws of the Club,

including the Indiana Alcoholic Beverages Act and Amendments thereto.

16. The Club Manager shall be discharged for violating, or permitting the violation of any Department regulations, Club By-Laws, State Laws or City Ordinances upon the Club premises, and if the House Committee fails to remove such Club Manager, the Post may discharge both the Club Manager and all members of the House Committee who refuse to act, under procedure provided in Regulation number 11 above. If there is no Club Manager, the House Committee will be responsible for enforcement of the rules and be subject to removal from office, if they fail to act.

17. Any member of the House Committee may be discharged and a new member elected to replace him any time, under the same voting procedure provided for by Regulation 11 above. Except that the validity of any action taken under this rule pertaining to the removal of the Post Quartermaster in his capacity as Treasurer of the House Committee shall be based on full compliance with the provisions of Section 220 and other applicable section of the National By-Laws and Manual of Procedure.

18. The House Committee and/or Club Manager shall keep a set of records which shall be opened for inspection by any members of the Post at all reasonable times.

19. The House Committee shall keep a continuous inventory of all Club supplies. They will have a physical inventory of all stock as of the first of each month to be maintained in the House Committee Office if needed for later study.

FINANCES

20. If there is no Club Manager, the House Committee will keep a complete set of records clearly showing all receipts and

expenditures of all supplies and monies of the Canteen. A report will be made to the Post Floor monthly.

21. A. No monies shall be spent for anything except for replacement of Canteen stock or upkeep of Canteen equipment. Any new equipment or any fees not pertaining to Canteen operations shall come on the meeting floor at regular or special called meetings.

B. The House Committee may maintain maximum assets in their possession as follows:

- A. \$16,000 Bank Account
- B. \$5,000 Cash on Hand in Safe
- C. \$4,500 Operation Cash
- D. \$6,000 Merchandise Inventory

C. There will be a bank deposit made by the House Committee at least twice per week.

22. All income and profits from the Canteen shall be held or deposited in the name of the Post and in no other name.

23. The House Committee and/or Club Manager shall turn over to the Post Quartermaster upon receipt, at least monthly all net profits and property acquired by the club over and above \$16,000. These monies will be turned over to the Post Quartermaster no later than the first of each month. The Chairman of the House Committee will see that the Quartermaster receives it. If the Quartermaster needs money other than the first of the month, he will ask the chairman of the House Committee for it after providing the House Committee a list (i.e. taxes, supplies, donations, etc..) that the funds will be used to pay.

24. At least once monthly, the Club Manager and/or House Committee shall be required to furnish the Post Quartermaster a complete written profit and loss statement of the Canteen for the current period to be read to the membership at a Post meeting and also spread in the minutes. Failure to comply with this regulation will automatically suspend the Club Manager and/or House Committee Chairman.

25. The House Committee shall be permitted to incur no expenditures for Canteen related repairs in excess of \$1,000. Any bill in excess of this amount must be voted on by the Membership at the next regular meeting.

26. All Club held monies, books and records shall be audited by the Post trustees quarterly, at the same time they audit the books and records of the Post Quartermaster and Adjutant.

EMPLOYEE DUTIES RESPONSIBILITIES AND PROCEDURES

27. The House committee will maintain in writing a list of employee policies and procedures (to include part-time vs full-time employment; entitlement to vacation, sick leave, paid holidays, etc...). The list will be up-dated as needed and a copy provided to each employee. Each employee will be provided a copy and will acknowledge understanding and agreement by signature and date

ENFORCEMENT

28. The Post Commander shall be directly responsible to the State Commander for the strict enforcement of these Regulations and Department Special orders amendatory thereto, and the Club By-Laws, so long as this Post shall be permitted to maintain a Club.

29. The Final Authority in the enforcement of these regulations within the State of Indiana shall rest in the State Commander with the concurrence of the Department Council of Administration. When he shall determine that a violation or violations of these regulations exist in the Post Club, in such a manner that continued operation of such Club shall be detrimental to the good of the order, he may deny permission to the Post to operate such Club until he can present the facts concerning the violations to the Commander-in-Chief for a ruling concerning suspension and the period thereof.

30. These regulations may be amended by a majority vote of the members present at any business or special called meeting of the Post.

31. The foregoing Club Regulations were regularly passed and adopted by the Lawrence Post 261 VFW at the regular meeting of January 19, 1998

Signed: Richard B Powell Commander

Signed: Terence J. Kelly Adjutant

APPROVED: [Signature] COMMANDER
ADJUTANT
DEPARTMENT OF INDIANA, V. F. W.



REVIEWED JUN 08 1998
FOR THE COMMANDER-IN-CHIEF
[Signature]
JOHN J. SENK, JR.
ASSISTANT ADJUTANT GENERAL