



VETERANS OF FOREIGN WARS OF THE UNITED STATES
Department of Alabama
Post 5162
Huntsville, Alabama

POST BYLAWS

ARTICLE I
NAME, LOCATION AND PURPOSE

Section 101 – Name: By virtue of charter granted, this Post shall be known as Joyce M. Helson Post 5162, (hereinafter, Post), Veterans of Foreign Wars of the United States (hereinafter, VFW).

Section 102 – Location: The location of this Post shall be in the City of Huntsville, County of Madison, Alabama.

Section 103 – Purpose: The purpose of this Post shall be as set forth in Section 230102 of the Congressional Charter of the VFW.

ARTICLE II
SUBORDINATION

Section 201 – Subordination: 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 Bylaws of the Veterans of Foreign Wars of the United States, the Bylaws 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

Section 301 – Place: The regular meeting place of the Post shall be at 2900 Drake Avenue, Huntsville, Alabama. The Post may change its meeting place, appointed day or time in accordance with the provisions of Section 205 of the Manual of Procedure.

Section 302 – Time: This Post shall meet on the 3rd Tuesday of each month, to be called to order at 7:00 p.m.

Section 303 – Special Meeting: A special meeting may be called in accordance with Section 203 of the National Bylaws.

Section 304 – Quorum: Five (5) members in good standing shall constitute a quorum for the transaction of business as outlined in Section 203 of the National Bylaws.

Section 305 – Rules of Order: The rules of order governing the conduct of business during meetings shall be in accordance with the provisions of Sections 1001, 1004 and 1005 of the Manual of Procedure as well as the Ritual.

Section 306 – Guests: With the approval of the Commander/Committee Chairperson, in accordance with Section 203 of the National Bylaws, any member or guest may attend a Post/Committee meeting. Such visiting member or guest shall have no voice unless recognized by the Commander/Committee Chairperson, and shall have no voting privileges.

ARTICLE IV MEMBERSHIP

Section 401 – Membership: All matters concerning membership in the Post, including eligibility, application, acquisition and maintenance, loss, and discipline shall be in accordance with the National Bylaws and Manual of Procedure.

Section 402 – Admission Fee: The admission fee for new annual members of this Post shall be as prescribed by Department and National Bylaws.

Section 403 – Annual Dues: The dues of the Post shall not be less than the amount required to cover Department and National dues. The Post members shall determine Post dues or changes thereof at a regular meeting and the Post Quartermaster shall report the results to National.

Section 404 – Member in Good Standing: Pursuant to Section 105 of the National Bylaws and Manual of Procedure, members whose current dues are paid through their anniversary date are considered in good standing and have all membership rights. A member whose dues are unpaid after their anniversary date, has been suspended or terminated ceases to be a member in good standing and loses all rights of membership in the VFW.

ARTICLE V OFFICERS

Section 501 – Eligibility to Office: Any member in good standing may hold any office in the Post provided that proof of eligibility has been submitted and verified by the Post Commander and Adjutant prior to the installation. In accordance with Section 215 of the National Bylaws, no member may hold two elected Post offices at the same time but may hold one elected and one or more appointed offices.

Section 502 – Elected and Appointed: At the April meeting, the Post shall elect the Post officers outlined in Section 216 of the National Bylaws. Nominations for elected officers can be made at the March and April meetings. Election is to be held at the April meeting. The Commander elect will select Appointed Officers as soon as possible after the election in accordance with Section 216 National Manual of Procedure.

- a. ***Elected Officers:*** The Post shall elect the Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, Chaplain and three Trustees.
- b. ***Appointed Officers:*** The Commander shall appoint an Adjutant, Service Officer, Judge Advocate, Surgeon and Officer of the Day.
- c. ***Additional Officers:*** The Commander may appoint such other committees and chairmen as deemed necessary to conduct the affairs of the Post or as may be required by Post Bylaws.

Section 503 – Duties: The duties of Post officers shall be as prescribed by Section 218 of the National Bylaws and Manual of Procedure, Department Bylaws, General Orders, Lawful Orders/Policies of the Post and these Bylaws.

Section 504 – Report of Elections: The Quartermaster shall complete the Report of Elections as soon as feasible after Post elections in April, and send the designated copies to National, Department, and District. Changes to the Post Commander or Quartermaster positions, or to Post dues, shall be reported to National on the prescribed form.

ARTICLE VI COMMITTEES AND DUTIES

Section 601 – Appointments: Unless otherwise provided for herein, the Commander shall appoint the chairpersons of all committees. The Chairperson shall select members based on need and the Commander will serve on all committees. All appointees serve at the will and pleasure of the Commander. The Quartermaster shall be treasurer of all committees handling funds.

Section 602 – Standing Committees: The Standing Committees of the Post shall be as follows:

- a. **Membership:** This Committee shall consist of the Senior Vice Commander as Chairperson and any members in good standing that the Chairperson may select. Duties include verifying membership eligibility and organizing membership drives.
- b. **Finance:** This Committee shall consist of the Commander as Chairperson, the Post Quartermaster and any members in good standing that the Chairperson may select. The finance committee is responsible for presenting an annual budget and a plan on how to fund the budget by the August meeting.
- c. **Buddy Poppy:** This Committee shall consist of the Junior Vice Commander as Chairperson and any members in good standing that the Chairperson may select. Duties include organizing Veterans Day and Memorial Day buddy poppy drives and any other activities that involve buddy poppies.

Section 603 – Other Committees: The Commander may appoint other committees and chairpersons as needed to support Post activities.

ARTICLE VII CONTROL OF SUBSIDIARY UNITS

Section 701 – Control: Any activity conducted or operated by the Post or other unit, whether incorporated separately from the Post or not, shall be at all times under direct control of the Post.

Section 702 – Custody: All money, property, and assets of every kind, as well as all related records, held and owned by any of the above activities, are the property of the Post and shall be placed in the care and custody of the Quartermaster.

Section 703 – Other Units: For purposes of this Article, Articles XI and XII, respectively, of the National Bylaws and Manual of Procedure, and their respective Bylaws and regulations, govern the VFW Auxiliary and the Military Order of the Cootie. The general membership may authorize formation of these units by a two-thirds (2/3) vote at a regular or special meeting.

ARTICLE VIII FUNDS AND FINANCES

Section 801 – Funds: The finances of this Post shall be kept in the following separate funds:

- a. **General Fund (GF):** Money that is used by the Post for day to day operations.
- b. **Relief Fund (RF):** Money only used to assist veterans and educational programs such as VOD and Patriot's Pen, in accordance with Section 704 of the National Bylaws and Manual of Procedure.
- c. **Fellowship Fund (FF):** Money used only to support the Post's Annual Combat Veterans Fellowship.
- d. **Building Fund (BF):** Money that has been set aside for a Post home.
- e. **Other Funds:** Any other funds as may be created by an action of the Post.

Section 802 – Expenditure Authorization: *Expenditure of funds shall be made only after prior authorization by the Post 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 expenditure. Checks shall be signed by either the Quartermaster or other person(s) authorized by the Quartermaster. Such other authorized person(s) shall be bonded in accordance with Section 703 of the National Bylaws.

Section 803 – Payment of Bills: The adoption of this Article shall constitute authorization by the Post to pay all standing authorized bills, such as rent, P.O. Box etc., provided that the amounts to be paid shall have been previously established by the Post. All other authorized bills will be presented to the Post in the fiscal year budget.

Section 804 – Other Expenditures: No other payment or expenditure shall be made except with the specific authorization of the Post.

Section 805 – Monthly Reporting: At the monthly meetings, the Quartermaster will present two copies of the monthly report for review and signatures. The Quartermaster will have available for review, the Post Ledger, Monthly Reports, Check Book, Bank Statements and any other supporting documents needed to verify the report. The Trustees will review and sign the report and their signatures certify that the information is correct. The Quartermaster will maintain one copy and the Adjutant will maintain the other copy.

Section 806 – Quarterly Reporting: At the meeting during the 1st month of a Quarter (July, October, January, & April), the Quartermaster will present two (2) copies of the previous quarter's Audit Report for the Commander and Trustees to review and sign. The Quartermaster will have available for review, the Post Ledger, Monthly Reports, Check Book, Bank Statements and any other supporting documents needed to conduct the audit. The Trustees will review the Audit Report and supporting documents to ensure the information is correct. By their signatures, the Trustees verify that the Audit Report is correct. Once verified by the Trustees, the Commander will sign the report. The Quartermaster will maintain one copy and the Adjutant will maintain the other copy. The Quartermaster will submit by Fax, email or other means a copy of the Audit Report to Department of Alabama as soon as possible (ASAP), but no later than (NLT) the last day of the month of the Audit.

ARTICLE IX COMPENSATION

Section 901 – Services: No compensation shall be paid to any Post officer for their services, except as hereafter may be provided.

Section 902 – Reimbursements: Officers may be reimbursed for travel and certain expenses when attending VFW events outside of District 1. They must provide receipts to the Quartermaster for authorization by the Post.

ARTICLE X FUNDRAISING PROMOTIONS/SOLICITATIONS

Section 1001 – Solicitation: 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 fundraising activities or projects outside the immediate geographical area or community of the Post.

Section 1002 – Fundraising Agreement: Fundraising organizations or individuals conducting solicitations, activities, or projects for a profit, shall not be engaged or used by the Post for such purpose unless there is a written agreement between the Post and the organization or individuals providing the services. The form of any such agreement must be submitted to the Department Commander for review at least thirty (30) days prior to the Post entering into any such agreement.

ARTICLE XI MISCELLANEOUS

Section 1101 – Address Change: Members of the Post shall keep the Post Adjutant advised of their current address by promptly reporting any change.

Section 1102 – Bylaws Distribution: A copy of these Bylaws shall be distributed to each elected and appointed officer of the Post. One copy shall be posted on the bulletin board of the Post. If available, they will be posted on the Post's website and a copy will be available at all Post meetings.

Section 1103 – Robert's Rules of Order: Rules of order governing the conduct of Post meetings shall be as prescribed in Section 305 of these Post Bylaws. For Post procedures not provided by the Congressional Charter and Bylaws or these Bylaws, then Robert's Rules of Order, Newly Revised shall be the authority. It shall be the duty of the Judge Advocate, as necessary, to advise the Commander on the proper rule or rules.

Section 1104 – Electronic Communication: Electronic communication via email or facsimile is considered an official method of communication for the Post. When conducting business electronically, caution should be used to ensure there is no conflict with the National Bylaws or Manual of Procedure concerning written or mail notification, legal matters, and similar matters. For articles in the National Bylaws and Manual of Procedure where it specifically indicates that mail shall be used, then electronic communication can initially be used followed by regular mail.

Section 1105 – Past Officers: Past officers are members who were elected and installed, appointed, or succeeded to a vacancy in a Post officer position and: (1) served to the end of their term; (2) died before the expiration of their term; (3) ceased to hold office by reason of a consolidation of units; or (4) resigned to enter active military service or, while on active duty, resigned office due to a permanent change of station.

Section 1106 – Surrender or Suspension and Revocation of Charter: The surrender or suspension and revocation of the Post Charter for any reason shall be pursuant to Sections 210, 211, or 212 of the National Bylaws and Manual of Procedure.

ARTICLE XII AMENDMENTS

Section 1201 – Approval: These Bylaws 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.

Section 1202 – Amendments: These Bylaws may be amended by the Post by a two-thirds vote of the members present and voting 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.


Section 1203 – Conflict: Wherever these Bylaws or subsequent amendments may be found to be in conflict with the present or any future Department or National Bylaws, the latter shall prevail and be binding upon this Post as though written herein.

These Bylaws were adopted, subject to review and approval of the Commander of the Department of Alabama and the Commander-in-Chief of the Veterans of foreign Wars of the United States on this 21st day of August, 2012, at a regular meeting of the Post in the City of Huntsville and County of Madison, State of Alabama.

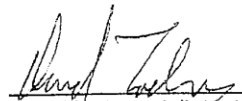
These Bylaws were amended and adopted, subject to review and approval of the Commander of the Department of Alabama and the Commander-in-Chief of the Veterans of Foreign Wars of the United States on this 3rd day of August, 2016, at a regular meeting of the Post in the City of Huntsville and County of Madison, State of Alabama.

These Bylaws were amended and adopted, subject to review and approval of the Commander of the Department of Alabama and the Commander-in-Chief of the Veterans of Foreign Wars of the United States on this 18th day of September, 2018, at a regular meeting of the Post in the City of Huntsville and County of Madison, State of Alabama.

Joyce M. Nelson Post 5162
Veterans of Foreign Wars of the United States

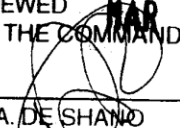

Michael Gronkowski, Commander

Attest:


David Ladner, Adjutant



REVIEWED **MAR 12 2019**
FOR THE COMMANDER IN CHIEF


KIM A. DE SHANO
ASSISTANT ADJUTANT GENERAL
BY DAVID E. PROHASKA, DIRECTOR
ADMINISTRATIVE OPERATIONS