



**Overland-St. Ann Memorial Post No. 3944 Veterans
of Foreign Wars of the United States, Incorporated**

**Approved By
Post
Membership
5 Feb 25**

Bylaws

**ARTICLE I
NAME AND LOCATION**

- Sec. 1. By virtue of charter granted, this Post shall be known as Overland-St. Ann Memorial Post No. 3944 Veterans of Foreign Wars of the United States.
- Sec. 2. The location of this Post shall be in the County of St. Louis, State of Missouri.

**ARTICLE II
SUBORDINATION**

- Sec. 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 Bylaws of the Veterans of Foreign Wars of the United States, the Bylaws of the Department of Missouri, 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 Missouri. For the purposes of this Article and Section, Resolutions adopted by the National Convention are held to be lawful orders.

**ARTICLE III
MEETINGS**

- Sec. 1. Place: The regular meeting place of this Post shall be at 10817 Midland, St. Louis, Missouri 63114.
- Sec. 2. Time: The regular meetings of the Post shall be held on the first Wednesday of each month, to be called to order at 7:00 p.m. In the event the first Wednesday of a month is a federal holiday, the regular meeting for that month shall be held on the second Wednesday.
- Sec. 3. The Post may, after at least fourteen days written notice to the Department Commander and the members of the Post, change its meeting place, appointed day or time upon a majority vote of the members present and voting at a regular or special meeting called for such purpose.
- Sec. 4. Special meetings may be called in accordance with the provisions of the National Bylaws.
- Sec. 5. Quorum: Fifteen members in good standing shall constitute a quorum for the transaction of business.

ARTICLE IV MEMBERSHIP

- Sec. 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 Bylaws.
- Sec. 2. The admission fee of this Post shall be payable in accordance with the National Bylaws.
- Sec. 3. The annual dues of this Post shall never be less than the amount required to cover Department and National dues.

ARTICLE V OFFICERS

- Sec. 1. Eligibility to, nomination, appointment, installation, and term of office shall be in accordance with the provisions of the National Bylaws.
- Sec. 2. The Post shall elect the Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, and three Trustees.
- Sec. 3. The Commander shall appoint an Adjutant, Chaplain, Judge Advocate, Surgeon, Officer of the Day, and Guard.
- Sec. 4. The Commander may appoint a ~~Service Officer~~ Benefits Advisor and such other officers, committee chairpersons, and committees as are deemed necessary for the efficient operation and administration of the Post.
- Sec. 5. The duties of all officers and the authority to perform such duties shall be those prescribed by National and Department Bylaws, lawful orders as the Post may direct, and as these Bylaws may provide.
- Sec. 6. Post officers, elected and appointed, shall submit proof of eligibility to the Post Adjutant. Post officers shall not be installed or assume the duties of their office until proof of eligibility has been submitted and properly reviewed. Such proof of eligibility shall be open to and reviewed by the Commander, Adjutant, and Quartermaster prior to installation to office. In the event an elected or appointed officer fails to submit proof of eligibility within thirty (30) days of election or appointment, any right of the officer to hold the office shall be forfeited, the office declared vacant, and the eligibility qualifications of such officer shall be questioned in accordance with the provisions of Section 108 of the National Bylaws.

ARTICLE VI COMMITTEES AND DUTIES

A Committee is established/created via the Post Bylaws and/or the Post Commander (with approval from the Post) and is given a purpose/mission, scope of authority, and its limitations of actions at the time of creation.

A Committee may in turn create its own rules and procedures to perform the purpose/mission that it was chartered with, but said rules and procedures must be limited within the scope of authority and limitations of actions given. They may not take on powers/authority not given to them nor take actions not prescribed within their purpose/mission. Said rules and procedures must be approved by the Post.

A Committee makes recommendations for consideration of action by the Post via written Committee Report signed by the majority of the Committee.

Specific items referred to the Committee for recommendations may be approved at the time of the Committee Report but new items and associated recommendations must be discussed and approved within the New Business section of the meeting agenda.

Sec. 1. All Committees and their chairpersons, unless otherwise provided, shall be appointed by the Commander as promptly as possible after election to office, and as such shall serve at his/her will and pleasure. The Commander and Quartermaster shall be a member of all Committees ex officio but shall not serve as a Chairperson, Vice Chairperson, or Secretary of the Committee. The Post Quartermaster shall be treasurer of all Committees ex officio.

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

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

Sec. 3. House Committee:

- (a) The House Committee shall be elected by the Post members to manage certain matters related to the Post property including the operation of Post Club Rooms and/or Canteen. It shall consist of not less than six members, two each of whom shall be elected annually during the June membership meeting for a three-year term. The Trustees shall not serve on the House Committee.
- (b) The Committee shall be responsible for the cleanliness and upkeep of the quarters and the equipment therein.
- (c) The Committee shall be in charge of the rental of the Post's quarters and shall exercise such supervision over renters as will ensure the protection of the Post's name and property.
- (d) The Committee may authorize such expenditures for repairs and janitorial supplies as may be necessary for the preservation and protection of the Post's quarters and its equipment, provided that the total amount so expended during any calendar month shall not exceed \$1,000.00.

- (e) All monies received by the Committee through the rental of the Post's quarters or other sources shall be deposited with the Post Quartermaster.
- (f) The Post may adopt such further rules and regulations governing the conduct of club or canteen 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 and voting at a regular or special meeting called for that purpose; at least twenty days' written notice having first been given to all members.
- (g) Quorum: Five committee members in good standing shall constitute a quorum for the transaction of business.
- (h) New business ventures before being undertaken must be approved by the Post.
- (i) All actions of the House Committee shall be subject to ratification by the Post by regular vote at a Post Meeting.

Sec. 4. Governance Committee. The Governance Committee shall meet annually during the month of October to determine if any revisions to these Bylaws, Standing Orders, or similar documents are required due to actions by the superior authorities set forth in Article II, Section 1 or revisions made to the Manual of Procedure.

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 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. The Veterans of Foreign Wars Auxiliary and the Military Order of the Cootie and its Auxiliary are governed by Articles XI and XII respectively of the National Bylaws and Manual of Procedure of the Veterans of Foreign Wars of the United States and their respective Bylaws, rules and regulations.

ARTICLE VIII EXPENDITURE OF FUNDS

- Sec. 1. Expenditure of funds as properly authorized shall be paid by routine banking and/or electronic banking procedures. All checks and electronic payments for the expenditure of Post funds shall be numbered in sequence. Unless otherwise provided for in these Bylaws, all disbursements of Post funds shall bear the signature of 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.

- Sec. 2. The adoption of this Article shall constitute authorization by the Post for the payment of bills, when and as due.
- Sec. 3. No other payment or expenditure 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 their 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. Additionally, the Post may provide such other compensation to the Adjutant, Quartermaster, and other officers commensurate with their duties as may be determined and specified by majority 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. Notwithstanding the foregoing, 50/50, raffle, and similar fundraising tickets may be sold at District or Department functions if permission has been granted by the District or Department Commander.
- 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 Judge 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 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 their custody pending proper pro rata distribution.

- 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 purpose 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 days prior to any Post entering into any such agreement.
- Sec. 5. No solicitations or ticket sales shall be permitted in the Post quarters or at socials or meetings unless such solicitations or ticket sales have been previously approved by a majority vote of 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 their current address, phone number, and email address by promptly reporting any change of same.
- Sec. 2. One copy of these Bylaws and the National Bylaws shall be issued annually to each elected and/or appointed officer of this Post. One copy of these Bylaws and Standing Orders shall be issued to each new member of the Post.
- Sec. 3. Elections: If there are two or more candidates for any elected position, election shall be by secret written ballot. If no candidate receives more than fifty percent of the votes cast, the candidate receiving the lowest number of votes shall be removed and the members shall cast new votes for the remaining candidates. This procedure shall continue until a candidate receives more than fifty percent of the votes cast for an elected position. If there is only one candidate for any elected position, election to that position shall be by acclamation.
- Sec. 4. In all Post procedures not provided for by the Congressional Charter and Bylaws, these Bylaws, or the Post Standing Orders, Robert's Rules of Order, Newly Revised 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 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 minutes, and the second time no longer than three 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 Bylaws shall become effective after adoption by this Post and after review by the Commander of the Department of Missouri and the Commander-in-Chief of the Veterans of Foreign Wars of the United States.
- Sec. 2. Unless otherwise provided for in these Bylaws, 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 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 Bylaws or subsequent amendments may be found to be in conflict with the present or any future National or Department Bylaws, the latter shall prevail and be binding upon this Post as though written herein.

These Bylaws were adopted, subject to the review of the Commander-in-Chief and the Commander of the Department of Missouri, Veterans of Foreign Wars of the United States on this ~~5th-XX~~ day of ~~February~~January, 202~~5~~6, at a regular meeting of this Post in the County of Saint Louis, State of Missouri.

Overland - St. Ann Memorial Post No. 3944
Veterans of Foreign Wars of the United States

~~John W. J. Gross~~Frederick W. Darby
Commander

OFFICIAL:

Micah E. DeCamp
Adjutant