

VFW Post 4709 - Standing Rules

RENEWED: 7/21/2021

Latest Changes: 10/20/2021. Any Rule may be edited or stricken at any Regularly scheduled meeting by a Majority Vote. Similarly, new Rules may be added at any Regularly scheduled meeting by a Majority Vote. In the event of a tie on the floor, the Post Commander (or Post Officer conducting the Regular meeting) will cast the deciding vote.

These Rules will be reviewed as the Post membership desires, but at a minimum, at least once annually, after Post Officer Installation, by the newly elected Commander, Senior Vice Commander, Junior Vice Commander and Quartermaster. By virtue of their positions, the Post Commander and the Quartermaster are standing members of all Post Committees.

Standing Rule 1

Post 4709 Employees and Compensation.

The following positions will be paid (hourly) positions at the Post. Their compensation shall be:

<u>POSITION</u>	<u>RATE</u>
Commander	\$ 250 Monthly
Quartermaster	\$1,000 Monthly
Maint/FM/HR/Admin/CS/Misc	\$ 500 Monthly
Canteen Manager	\$ 250 Monthly
Asst. Quartermaster	\$ 250 Monthly
Bingo Manager	\$ 250 Monthly
Maintenance	\$11.00 / hr (per Standing Rule #9)
Lead Club Bartender	\$9.00 / hr
Club Bartender	\$8.75 / hr
Lead Bingo Bartender	\$9.00 / hr
Bingo Bartender	\$8.75 / hr
Bingo Operator / Register	\$14.50 / hr
Bingo Caller/ Sales / Tabs	\$10.50 / hr
Cleaning	\$80 / occassion

An accurate accounting of hours must be recorded prior to Payroll being issued. Employees will have a chance to review and/or sign their respective timesheets prior to the sheets being forwarded to the Quartermaster. In the event of a pay issue, any Employee may address the Quartermaster and/or Commander directly.

Any other individuals drawing monies from the Post shall be Independent Contractors; for example: Lawn Maintenance at \$225 / month and our Van-2-VA driver at \$25 / trip. If they collect more than \$600 / year in compensation, they must provide a signed W-9 and will be issued a 1099 for Tax Purposes; in addition, drivers must provide a copy of their driver's license for a record check.

The Quartermaster will be responsible for the hiring and firing of new employees, but must first consult the Commander before taking any action on an Employee. In addition, Post Membership always has the right to “out-vote” employee actions by the Quartermaster and / or Commander.

Members may recommend Christmas / Holiday Bonuses for employees on an annual basis, or for any other member or non-member who, by action or service, is deemed especially noteworthy to the Post. Due care will be exercised with respect to the Post’s overall financial status at the time.

Standing Rule 2

House Committee. Annually, after new Officer installation, the new Post Commander will have the choice to appoint a House Committee or pass to membership for a decision / vote.

House Committee Chair. If a House Committee is stood-up, the Post Commander will consider appointing the previous year’s out-going Trustee, to serve as the House Committee Chairperson. A minimum of three other Post Members will serve on the House Committee. If there are only three volunteers, they will be reviewed and selected by the Chair. If there are several volunteers interested, the Post will decide on the number of sitting committee members and vote to select them. In addition, if employed by the Post, the Canteen Manager / Office Assistant and Bingo Manager will be standing members on the House Committee, but they will not be allowed to vote on issues involving pay or compensation. However, they may present pay matters to the House Committee or Post Commander for review and decision, or whether to bring any such issue/s to the membership.

Responsibilities. The Committee will meet at least monthly to review all issues involving the post and make recommendation to membership at the next Regular meeting.

Standing Rule 3

Canteen Business Hours:

Mon - Thr	4pm to 10pm
Fri	Noon to Midnight
Sat	10am to Midnight
Sun	Noon to 8pm

General Canteen Rules:

1. ALL Guests of Members are required to sign the Log Book when entering the premises. This includes such long-standing guests considered to be “friends of the Post.” To adhere to TABC Private Club Rules, Guests must sign the Canteen Guest Log Book and be sponsored by a Post Member who is present in the Post. Should they leave, their Guests must leave or be sponsored by another present Member.
2. All Canteen Patrons must be 21 years of age to consume alcohol. Unless they are an Active or Reserve Armed Services member in the company of their parent or legal guardian.

3. Use of profanity, vulgar language, or loud and boisterous behavior will not be tolerated. In the event of blatant or repeated instances, or for any violation of Section 902 of the National Bylaws, the Bartender on Duty may (of their own judgement) eject a Guest or provide ONE (1) warning to a Post Member; or do so at the request of an Elected Officer of the Post; or the Commander may do so. Upon the SECOND (2nd) instance of a Post Member violating the above, the Member will be ejected. In addition, the Commander may also opt to Ban a Member or a Member's Guest for up to 30 days. In the case of a Member, they will be warned once before being Banned, but upon the second transgression, they will be subject to the same preceding actions.
4. A written "Incident Report" will be generated by the Bartender for any event that involves: Bartender asking Patron to leave the Canteen, Yelling / Screaming between Patrons, any Physical Violence, destruction of Post Property, theft / vandalism, or any other incident the Bartender deems worthy of reporting. The Bartender will not attempt to forcefully eject a Patron, stop a theft, or stop a physical altercation, but immediately call the Police, then notify the Commander, Quartermaster, and Canteen Manager as soon as possible afterwards.
5. All Canteen tabs must be paid by the end of the day that they were started.
6. NO ONE is allowed to climb, stand or dance on tables, chairs or on the bar.
7. Bartenders have the right to request and hold a credit / debit card on tabs, as they deem necessary.
8. No pets allowed, unless they are a certified service or emotional support pet.
9. No one may enter the walk-in cooler, unless they are a Member in the performance of their duties, or unless they are approved by the Commander, Quartermaster, Canteen Manager, or on-duty Bartender.
10. Any Member, Patron, or Employee who fails to follow Canteen Rules or Post By-Laws may be subject to formal Disciplinary Action. Members may also be subject to Disciplinary Action for events or incidents initiated by their guests.
11. No one under the age of 21 shall be allowed behind the bar, with the exception of those individuals at least 18 years of age who have completed TABC certification, or service / maintenance personnel.
12. While Texas is an approved "conceal carry" state, with the exception of security staff in the performance of their duties, Members, Employees, Patrons, Guests and Bingo Players are NOT authorized to carry weapons in any Post building, structure or grounds.

Canteen Manager. The Post may have a Canteen Manager. If the Canteen Manager is a Post Member or otherwise employed by the Post, they must perform their duties while not "on the clock" for any other pays. They will at all times ensure the Post is "breaking even," or if possible, to make a slight profit in the Canteen. The Canteen Manager's specific duties will be outlined in the Post 4709 Employee Handbook.

The Canteen Manager will conduct weekly inventories and assist the Quartermaster in ordering required Sale and Operational item. They will be available or have someone else available to receive any ordered inventory items. They will maintain a monthly Complimentary Drink Calendar, and ensure all complimentary drinks are appropriately logged on the drink calendar. They will maintain a copy of the calendar and provide the original to the Quartermaster by the 7th of the following month.

They may also present Special Fundraising events (i.e. Food Sales, Entertainment, Comedy Shows, etc.) to Membership for a vote, if a desired event is more than can be covered by the

Special Event fund. If the event requires 3rd party interaction (i.e. to solicit or collect funds for the event), or if the event requires a contract between the Post and another party, the event must be presented to Department for prior approval.

The Canteen Manager will ensure a modest quantity of snacks (i.e. small bagged chips, nuts, candies, etc.) is available for purchase and appropriately keyed in the Clover POS. They will also maintain an adequate quantity of complimentary melting/soft peppermints, Chex Mix, Cheese Balls, and small serving bowls for Post members and guests. Any patron who requests Chex Mix or Cheese Balls, will be allowed one complimentary serving per day.

The Canteen Manager will not normally respond to direct tasking from Membership, but Members may request assistance with a project through the Commander, Quartermaster, or directly from Membership at a Post meeting.

To be effective, the Canteen Manager should be familiar with MS Office Products (chiefly MS Excel); possess exceptional inventorying and organizational skills; and also have prior experience working as a Bartender.

Assistant Quartermaster. The Post may have an Assistant Quartermaster. If the Assistant Quartermaster is a Post Member or otherwise employed by the Post, they must perform their duties while not “on the clock” for any other pays.

Their primary function related to Assistant Quartermaster will be to assist in the paying of taxes & bills, profit / loss analysis, account reconciliation, all electronic / paper filing, and to assist in the deposit & withdrawal of Post & Bingo funds. The Assistant Quartermaster will not normally respond to direct tasking from Membership, but Members may request assistance with a project through the Quartermaster or directly from Membership at a Post meeting.

To be effective, the Assistant Quartermaster should be familiar with MS Office Products (chiefly MS Excel); be familiar with Tax rules and regulations; know how / where to look for Tax law information; possess exceptional inventorying and organizational skills; and may also have prior experience working as a Bartender.

Role of the Bartender. A copy of each bartender’s TABC completion of training will be filed with, and maintained, by the Canteen Manager and Post Quartermaster. Specific duties for Bartenders will be outlined in the employee handbook, but at a minimum:

1. Bartenders have the legal authority to serve or deny service to any persons per TABC Rules.
2. While on duty, Bartenders and Bar Staff are not allowed to participate in dancing or V-Sweeps gaming, unless the Commander or Canteen Manager give express permission.
3. While Bartenders are on duty, they will not consume alcoholic beverages.
4. No person will be allowed behind the bar other than the scheduled or assigned bartenders unless the following rules apply:
 - a. The Commander, Quartermaster, Canteen Manager, or Bartender give permission
 - b. The Commander or Quartermaster in the performance of their assigned duties
 - c. Maintenance and Service personnel performing their duties
5. Bartenders have the sole authority over all the supplies, utensils, and equipment in the

Canteen, and other persons shall not use said items, unless approved by the Commander, Quartermaster, Canteen Manager, or Bartender.

6. Bartenders will not Accept Personal or Employee checks, nor offer “cash back.”
7. Bartenders must report tip income to the Quartermaster.
8. Bartenders will be authorized two daily complimentary non-alcoholic beverages per shift. Bartenders will also be allowed one (1) “end of shift” alcoholic drink, but will log the drink on the Canteen complimentary drink calendar. If the shift drink is for the closing Bartender, they will ensure Vsweeps and Clover POS systems are closed / cleared, and that monies have been counted before they enjoy their end of shift drink.

Standing Rule 4

Bingo Manager. The Post may have a Bingo Manager. The Bingo Manager may either be a member or non-member. The Bingo Manager will assist the Bingo Chairperson in monitoring: Bingo Workers’ performance, Bingo attendance, Bingo Supplies, and the over-all conduct of the Bingo occasion. They will at all times seek new ways to increase Bingo profits. The Bingo Manager’s specific duties are outlined in the Post Employee Handbook.

If the Bingo Manager is a Post Member or Employee, they must perform their duties while not “on the clock” for any other pays. To be effective, the Bingo Manager should be familiar with MS Office Products (chiefly MS Excel); be familiar with TX Bingo rules; know how / where to look for TX Bingo information; and possess exceptional inventorying and organizational skills.

Standing Rule 5

Post Cash Funds. Apart from the Point-of-Sale cash “start” bags (Clover, V-Sweeps, Bingo Bar, Bingo Cash Register, and Pull-tab Start), the Quartermaster will be authorized to keep three cash funds outlined below. These funds may be reviewed by any Member at any time (though convenient to the Quartermaster), but in no case, more than 24 hours from the initial request, unless the Quartermaster is on travel for business or pleasure.

ATM (Vault): Per approved motions, the Post ATM machine may contain up to a maximum of \$15,000 at any given time.

V-Sweep Fund: The V-Sweep Fund shall be held by the Quartermaster for use in the payment of any V-Sweep gaming machine jackpot win. The V-Sweep Fund will be kept at \$500 in value. The Canteen may pay a maximum of \$500/day to any V-Sweep winner/s. Large wins may require 2 to 3 days to be fully disbursed.

Dice-Drive Fund: The Dice-Drive Fund will cover complimentary drinks and necessary pay-outs.

Honor Guard Petty Fund: The Honor Guard Commander will maintain a Petty Fund so that the Honor Guard may at all times be able to effectively function and carry out their mission. The Honor Guard Fund will remain between \$50 to a maximum of \$300. When the Honor Guard Petty Fund falls below \$50, the Quartermaster may issue \$250 to the Honor Guard Commander.

Post Special Event Fund: The Post Special Event Fund shall be held by the Quartermaster for use in Special Fundraising Events (such as Food Sale events and Entertainment). At no time shall the value of the Special Event fund exceed \$1,000. Excess monies will be deposited to the Post General Fund within 3 business days of the overage occurring. At any time, if the Special Event Fund value exceeds \$1,000, the Quartermaster will deposit the excess fund into the Post General Account within 3 business days. Likewise, If the fund falls below \$100, the Quartermaster may request up to a \$250 distribution from the Post General fund from Membership. When making expenditures from the Special Event Fund, receipts must be turned into the Quartermaster.

Standing Rule 6

Post Membership Dues: Annual Membership dues for VFW Post 4709 are \$40. Please note, VFW National requires \$22 and the Department of Texas charges \$8 for every new Member.

Standing Rule 7

Emergency Relief: On a case-by-case, the Post may approve Emergency Relief funds. Depending on the party requesting assistance, Relief granted may come from unappropriated Bingo funds and/or Post Relief Funds. Bingo funds may be expended as deemed necessary; while monies from the Post Relief Fund may only be granted to Veterans in need or repurposed to another accounting line by a Membership vote. The Quartermaster will be responsible for the expenditure and tracking of Emergency Relief funds, but the decision to Grant or Deny Emergency Relief funds must come from at least 3 Officers (either Elected or Appointed). In the event of a tie between a Grant and Deny decision, the Commander will have final authority, or the matter may be referred to Membership for a more comprehensive review.

The purpose of the Emergency Relief is to:

1. Assist Post members with membership dues.
2. Emergency aid to Veterans, spouses of deceased veterans, and/or dependents of Veterans for verifiable financial need.
3. All persons requesting such aid will fill out an Emergency Relief Form, Enclosure (1).
4. In all cases, the Post Leadership will attempt to ascertain the validity of a claim. If Relief is approved, every possible effort will be made to provide Relief in a non-cash manner. This is to say, that the Post would much rather pay for groceries, a late electric bill, car payment, pre-paid gas card, child care items, etc., instead of writing a check out to the requesting individual. If a check is issued to an individual, they are requested to provide an itemized list of how the Relief money was used and receipts. In addition, the individual must provide a Government-issued photo ID, so that the quartermaster can keep a copy of it, along with their Emergency Relief form.
5. All disbursements for Relief will be reported to the general membership of the Post at a Regularly scheduled meeting as a part of the Quartermaster's Financial Report.

Standing Rule 8

Commander’s Expense Fund. The Post Commander will be given a Commander’s Expense Fund of up to \$4,000. Funds from this account may be disbursed apart from Regular meetings with the Approval of the Commander and at least 2 other Officers (Elected or Appointed); Trustees are precluded from voting on expenditures. If there are 4 or more “Nay” votes on the issue, the Commander’s Fund may not be used, and the matter must be brought before Membership for a Vote. Expenditures will be tracked by the Quartermaster and reported during the Quartermaster’s Reports at Regular meetings. Once the Fund has reached a level of \$1,000 or lower, anyone may request an increase to the fund by majority vote at a Regular meeting.

Member Reimbursement Expenditure: Typically, only those expenditures which have received prior approval by Post membership at a Regular meeting, shall be authorized for member reimbursement. However, from time to time it may be necessary to reimburse Post members for unforeseen expenditures. When such occasions arise, the requesting member will provide an explanation to Membership at a Regular meeting. If Membership approves the reimbursement, the Post member will submit a receipt to the Quartermaster.

Standing Rule 9

Quartermaster Financial Responsibilities: The Quartermaster will maintain paper and electronic trails of all financial transactions, with a special emphasis on cash transactions. The Quartermaster bears a fiduciary responsibility to the Post and its members. They must always act in the best interest of the Post. Any transaction that might have the appearance of a potential conflict of interest, must be reported to the Commander and Post Trustees, prior to execution of said transaction. The Quartermaster will inform the Post membership of all financial transactions (credits and debits) by the following month at a Regular meeting. As a matter of routine business, the Quartermaster and / or Post Commander may pay the following without prior membership approval.

Operations:

1. Payment of utilities: to include water, electric, telephone, internet, and other reoccurring monthly bills.
2. Payment of periodic bills: for ongoing approved service contracts – including V-Sweeps, insurance, security, security monitoring, payment processing, financial services, lawn care, janitorial services, air conditioning and heating service, website maintenance, domain registration, wholesale club renewal membership, and the Montgomery County Chamber of Commerce membership.
3. Purchase of goods required for ongoing Post operations including food, beverages, kitchen supplies, paper products, trash bags, office supplies; honor guard uniforms, uniform accessories, and honor guard van gas and routine upkeep; marketing materials and other non-durable goods. In the cases of routine office supply item or upkeep of Post property costs greater than \$200, the Quartermaster must get approval from Membership or utilize the Commander’s Expense Fund.
4. Payroll of paid employees of the Post and contractors.

5. Payment of Bingo Supplies (Bingo Sheets, Pull Tabs, and Dobbers).
6. Reimbursements for purchases made with prior (or after the fact) authorization by Membership.
7. Payment of local, state and federal taxes, as well as licensing fees to appropriate government agencies.
8. Payment of required contributions to District, Department and National VFW, to include Quartermaster and Post employee bonding fee, Service Officer Registration, annual National Home donation, MAP Donation, and annual Buddy Poppy order.
9. Where and when possible, the Quartermaster will routinely pay Post utilities at a calculated (and membership approved) rate of 83% from Bingo funds and 17% from General Post funds.
10. The Post's Capitalization Policy is set at \$500. That is any item/s purchased, whose total cost is below \$500 will be treated as typical / routine expenses. Items purchased that cost \$500 or more, will be considered Capital Assets and be treated as such for Tax, Depreciation and Inventory purposes.
11. Payment of lodging accommodations, with current GSA per diem rates, to Officers, or any other member that is deemed necessary by the Commander, of the Post traveling on an official event or conference approved by a Membership vote. Partial per diem will be paid when lodging accommodations provide breakfast. In addition, lunches for Post and Auxiliary members who attend the regular Quarterly VFW District 17 meetings. No reimbursement will be made if any of your mileage, accommodations, or per diem were expected to be (or are) reimbursed by District, Department or National. Members will only be reimbursed for actual expenses. In the event of carpooling, only the owner of the vehicle utilized will be reimbursed mileage. In the event of shared accommodations, only the person who's credit card was charged for the accommodations will be reimbursed.
12. Purchase of food and two beverages (i.e. pizza, fried chicken, donuts, soda, bottled water, drinks) shall be authorized for volunteers (including Officers) serving at any Post special event greater than three consecutive hours. Food and beverages must be made available to all volunteers and not just a select few.
13. Post Officers while performing Post Business will be authorized a daily complimentary non-alcoholic beverage (i.e. bottled water, can of soda or a fountain drink from the "gun").
14. Any material compensation, promotional items, rewards points, or services of value received from vendors as a result of Post business shall be disclosed to the membership, and used for the benefit of the Post itself, unless otherwise directed by the Commander.
15. Food / food stuffs less than \$150 may be purchased from Post funds for attendees in conjunction with a Post Veteran Project Participation Report (VPR) or other remembrance / honorific ceremony.
16. VFW Covers and Shirts for newly elected Post Officers (once annually).
17. May expend up to \$250 per month for Bingo Door-prize/s.
18. Will allow Post to accept on-line Pay Systems (i.e. Paypal, Square, Venmo, etc.) and the Post will cover any transactional fees for using said service.

Maintenance:

1. Supplies needed for maintenance of current infrastructure shall be purchased by the Quartermaster or a duly authorized individual. These items include, but are not limited to air and water filters, light fixtures, paint, janitorial supplies and other non-durable goods.

2. Replacement of non-functioning infrastructure with like new and/or used parts and equipment valued at less than \$200. Examples include such things as toilet valves, faucets, hoses, fuses, electrical cords, wiring, fixtures, outlets, as well other low-cost parts. Examples of small equipment include small kitchen appliances, telephones, printers, tools, vacuums, etc. This section does not authorize the replacement of current equipment that is still functioning as originally intended with newer or upgraded equipment. Expenditures in this section that exceed \$200 must come from the Commander's Expense Fund, or be approved at a Special or Regular Meeting.
3. The Quartermaster may directly assign up to 15 hours per month (at a pay rate of \$11 / hour), towards smaller maintenance projects (i.e. painting, replacing filters, repairing / replacing small equipment, changing burnt-out lights, snake drain lines, etc). They may also offer two drinks in lieu of pay, not to exceed \$11 in cost.
4. Per Section 218, paragraph 5.1.a, the Quartermaster may pay for any emergency or maintenance issue that may result in the loss or damage of greater than \$250 of Post property IMMEDIATELY. The Quartermaster must notify all Post Officers of such an event within 24 hrs and all Post Membership at the next regularly scheduled meeting.

ALL OTHER EXPENDITURES, outside of those listed in the Operation and Maintenance paragraphs above, require Membership approval. **Any checks made out to the Commander or Quartermaster, or any familial relation of theirs, must be countersigned by the other; in the event the Commander or Quartermaster is not available, the Senior Vice Commander may sign in one of their steads.**

Accountability. All expenditures, REGARDLESS of the qualifying authority to spend, MUST be presented to Trustees during Audits, or at any time they desire. In addition, Trustees will audit all Post transactions and cash funds. The Quartermaster is directed to have their books and records (electronic and hard-copy) open to membership inspection by appointment, or in the cases of Commander, Sr. Vice, Jr. Vice, and Trustees, by walk-in. If not on Official or Personal travel, the Quartermaster must grant appointments within 24 hours / 1 business day.

Standing Rule 10

Honor/Color Guard: This order governs the Honor/Color Guard, its use, all training and logistic involved including security, use and maintenance of ceremonial rifles.

Article 1: The Honor Guard Captain will arrange for the training of all volunteers for the guard.

Article 2: The Honor Guard Captain may work in concert with the Post Chaplain in scheduling Honors for deceased Veterans as requested. The Honor Guard Captain may schedule other events such as parades and retiring of colors as needed.

Article 3: The Honor Guard Captain will recruit volunteers and maintain contact information of all volunteers to initiate notifications for events. The Captain will complete after action reports for all color guard events, the Chaplain will complete reports for all memorials. Those reports will be provided to the adjutant by the next scheduled meeting.

Article 4: The Post will cover the cost of garments and garment accessories for the guard. The Honor Guard and the Chaplain may initiate donations to assist with the cost of garments for the guard and receive Honorarium for services rendered. Such funds will be tracked under a dedicated accounting line to cover Honor Guard expenses. Should such funds in that line ever exceed \$1,000, the Honor Guard Captain may make a motion at a Regular Post meeting to have up to have half of those fund deposited into the Post General fund.

Article 5: The Honor Guard Captain is authorized to maintain a cash fund (not to exceed \$300) to cover fuel, car washes, oil change, and simple maintenance below \$75 in cost.

Article 6: Volunteers are to be properly groomed for all Honor / Color Guard events, as determined by the Honor Guard Captain, or senior Member of the Honor Guard present.

Article 7: As recognition for their professionalism and special duties executed, all Honor Guard members who have participated in daily event/s will be authorized 2 beverages of choice, non-alcoholic (water or soda) or alcoholic (beer, wine or well drink). The Bartender on duty will record the names and beverages on a Complimentary Drink calendar that is to be presented to the Quartermaster on a monthly basis. In addition, the Post will reimburse Honor Guard members up to \$40 per month (with submitted receipts) for laundering of their uniforms.

Standing Rule 11

Supervision of Post Events: At least three Post members in good standing, one of which shall be either an elected or appointed Officer of the Post, must be present for each organized event conducted at the post until the conclusion said event.

Standing Rule 12

VFW Post 4709 Property: All property of the Post is to be utilized only for official business of the Post. No one is authorized to use Post property for personal use without the prior written authorization from the Post Commander or Quartermaster. Anyone found utilizing Post property, without prior written authorization, is subject to disciplinary action (up to and including expulsion from the VFW and legal prosecution for theft). In addition, personal property to be stored at the Post for a temporary / short term (i.e. 12 hours or less), requires permission of the Bartender on duty-or the Bingo Conductor. For any time greater the 12 hours, storage will require written permission from either the Commander and/or Quartermaster. Immediately after the Post Property Inventory, but no later than December 1, 2020, any items and/or property at the Post without such prior approval, will be appropriated and considered rightful Post Property, and membership will have the final say on use and/or disposition of those items.

Standing Rule 13

VFW Post 4709 Website: The Post may create and maintain a Post Website (vfw4709.org). The website shall be the official method for disseminating Post information and news. The Commander shall appoint a Post Webmaster. Site content must be approved by the Commander or Quartermaster. Membership may also vote on additions and deletions of site content. The Webmaster may create “abc”@vfw4709.org formatted e-mail addresses for use, as desired by Elected and Appointed Post Officer and/or Committee Chairs.

VFW Post 4709 Google My Business: As Google automatically creates review / information accounts for all Businesses, the Post will create and maintain a Post My Business Google account to post information and to reply to public reviews. The Post Commander and Quartermaster shall make every effort to control content. In addition, membership may also vote on additions or to petition Google to remove any untoward or offensive posts and reviews.

VFW Post 4709 Social Media: The Post may create and maintain a Post Facebook Page (<https://www.facebook.com/vfwpost4709/>). The Commander shall appoint a Facebook Page Manager and Administrators. The FB Manager and Admins must ensure it is relatively impossible for anyone (other than themselves) to comment (positive or negatively) on the FB Page. If approved by the Commander, the Manager will set-up a “review prior to posting” methodology for Members “invited” to the page. However, at no time will un-monitored posts be allowed. The Commander, Quartermaster and Admins shall control content. Membership may also vote on additions and deletions of site content. Any Member found to post harassing, vulgar, offensive, racists or otherwise abusive images, video clips, sound files, text, reviews, negative comments regarding Post decisions and/or private club business, or musings, may immediately subject themselves to Disciplinary Actions under the National, Department, Post By-Laws, and the Manual of Procedure. Any Member finding such a Facebook post, should immediately notify the Facebook Page Manager, Post Commander and Quartermaster. To further clarify, should a Member have any issue/s with any Post decisions or policies, the Member should bring it immediately to the attention of Post Leadership (Commander, Sr. Vice Commander, Jr. Vice Commander, and/or Quartermaster); or present their concerns during the “New Business” section of a Regular or Special Post meeting; AND NOT start a social media / internet inflammatory rant or debate.

Standing Rule 14

Approved Motions. All Motions from Regular or Special Meetings approved by Membership are in effect Standing Rules and will be treated as such. A list of approved Motions follows these Standing Rules. In the event there is a difference between the following Motions and the Post Minutes, the Adjutant, Commander, and Quartermaster will meet to discuss the discrepancy and adjust either the Minutes, the Motion List, or both, so that they are in accord.

Standing Rule 15

Private Club Membership Committee. To adhere to TABC requirements, VFW Post 4709 shall establish a Private Club (Canteen) Membership Committee. The Membership Committee will decide whether or not to open the Canteen to anyone, other than Combat Veterans. And if they decide to open Canteen membership, to what degree and to what time lengths.

Everyone is reminded to keep in mind the actual Charter of the VFW and note that usage of the Bingo Hall and Canteen, does NOT constitute membership of the VFW Post 4709 or it's Auxiliary, but possibly (and solely) provides access to the Post Club / Canteen (a.k.a. bar).

Standing Rule 16

Officers of the Post. The following positions will be considered Post Officers:

Elected: Commander; Senior Vice Commander; Junior Vice Commander; Quartermaster; Chaplain; 1 Yr Trustee, 2 Yr Trustee and 3 Yr Trustee

Appointed: Adjutant; Surgeon; Service Officer; Judge Advocate and Sgt-at-Arms

Standing Rule 17

Work from home / Remote Access. The Post Commander, Quartermaster and Office Manager may work with electronic or photostatic Post information from home; however, all original documents must physically remain in VFW Post 4709.

Electronic Meeting Attendance. Members in Good Standing may attend Post meetings via electronic means (i.e. Zoom, Facetime, etc.) They may comment and ask questions, but not Vote. Though it is important to note that this will be the exception, and not the norm. It is intended for Members who are unable to travel / attend meetings in person, or to help alleviate temporary crises, such as COVID-19.

Standing Rule 18

Nepotism / Conflicts-of-interest. While the Post will not strictly “prohibit” family members or close personal acquaintances of Post Members to be in the employee of Post 4709, it will generally be discouraged, so as to avoid any appearance of impropriety, favoritism and potential conflicts-of-interest. Any family members or close personal acquaintance hires, will be vetted by the quality of their work and reputation in the respective fields by the Post Commander (or House Committee if stood-up), and through the lens of “good fiscal stewardship” by the Quartermaster. As always, any member having issue with a hire may address the matter before Membership for a Vote to resolve the matter.

However, in the event a Member is addressing their concerns to Membership about a family member or close personal acquaintance, that Member may provide additional, amplifying or clarifying information, but will refrain from actually voting on any subsequent Vote on the matter / party or parties at issue. Similarly, if there are any Membership Votes regarding pay or contracting matters, Members who are related (by blood or marriage) or are close personal acquaintances of party or parties that may benefit from said Vote, they will refrain from that Vote.

Post Leadership will attempt to identify and monitor any such transgressions to the maximum extent possible, but it is in Membership's best interest, that any Member speaking before Membership about a familial relationship or close personal acquaintance, announce that their relationship (make it known to all) to such a party or parties before addressing pros / cons surrounding any matter or issue.