Canteen Home Association Bylaws Instructions

1. Type in the information (please do not handwrite it)
2. Do not make changes, just fill in the blanks
3. Sign and Date
4. Submit BYLAWS to VFW HQ (one copy only)
5. Once approved by the Department Commander a copy will be returned to you and a copy will be kept on file at Department HQ
    a. Canteen HA bylaws do not get sent to National VFW for approval
6. Bylaws DO NOT have to be notarized.
7. It is recommended to submit updated bylaws every five (5) years.

Please call Department HQ if you have questions.

717-234-7927 office

717-234-1955 fax

adjutant@vfwpahq.org

BYLAWS

_____ POST NO._____
CANTEEN/HOME ASSOCIATION, INCORPORATED
VETERANS OF FOREIGN WARS OF THE UNITED STATES

ARTICLE I
NAME AND LOCATION

Sec. 1. By virtue of charter granted, this Post shall be known as _____ Post No._____ Home Association, Incorporated, Veterans of Foreign Wars of the United States.

Sec. 2. This Post Canteen/Home Association shall be located in the City of _____.

ARTICLE II
SUBORDINATION

Sec. 1. The supreme power of this Association is vested in the National Convention and this Post Canteen/Home Association shall be at all times governed by the Congressional Charter and National Bylaws of the Veterans of Foreign Wars of the United States, the Bylaws of the Department of Pennsylvania, 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 Pennsylvania. Resolutions adopted by the National Convention are held to be lawful orders.

ARTICLE III
MEETINGS

Sec. 1. The regular meeting place of this Corporation shall be at _____ _____.

Sec. 2. The regular meetings of the Corporation shall be held on the _____ of each month, to be called to order at _____.

Sec. 3. Special meetings may be called in accordance with the same provisions as prescribed for regular Post meetings.

Sec. 4. Five (5) members in good standing shall constitute a quorum for the transaction of business.

ARTICLE IV

MEMBERSHIP

Sec. 1. Membership in this Post Canteen/Home Association, Incorporated, shall be in accordance with the provisions as set forth in the Department of Pennsylvania Bylaws of the Veterans of Foreign Wars of the United States and these Bylaws.

ARTICLE V
OFFICERS

Sec. 1. Eligibility to, nomination, election, installation, and term of office shall be in accordance with the provisions of the National Bylaws and these Bylaws.

Sec. 2. The duties of all officers shall be those prescribed by National and Department Bylaws, lawful orders as the Post may direct and as these Bylaws may provide.

ARTICLE VI
DUTIES

Sec. 1. _____ Post No. _____ Canteen/Home Association, Incorporated, officers shall be elected by the Post members to manage certain matters related to the Post Home Association property including the operation of the Canteen. It shall consist of not more than five (5) members. The Post Commander by virtue of office shall be a member of the Corporation.

Sec. 2. _____ Post No. _____ Canteen/Home Association, Incorporated, shall appoint a manager to operate the Canteen, subject to their instructions. The Manager shall employ all Personnel of the Canteen, subject to the recommendations and approval of the Corporation. No elected officers of the Post or Post Canteen/Home Association shall be employed as Manager or as an employee of the Post Canteen/Home Association while holding an elected office.

Sec. 3. The Corporation shall be responsible for the cleanliness and upkeep of the quarters and the equipment therein.

Sec. 4. The Corporation shall be in charge of the sub-rental of the Post Canteen/Home Association quarters and shall exercise such supervision over sub-renters as will ensure the protection of the Post Canteen/Home Association name and property.

Sec. 5. The Corporation may authorize such expenditures for minor emergency repairs and supplies as may be necessary for the preservation and protection of the Post Canteen/Home Association quarters and its equipment. Provided that the total amount so expended between any two regular meetings shall not exceed $_____.

Sec. 6. All expenditures of the Corporation shall be made by regular voucher.

Sec. 7. The Corporation shall keep a record of all its receipts and expenditures and shall, at every meeting of the Post Canteen/Home Association, report all monies received and all expenditures made since the last meeting.

Sec. 8. The Post may adopt rules and regulations governing the conduct of the Post Canteen/Home Association 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 thirty (30) days' notice in writing having been given to all members.

ARTICLE VII
EXPENDITURE OF FUNDS

Sec. 1. The Corporation shall make expenditure of funds only after prior authorization. All checks for the expenditure of funds shall be numbered in sequence, the number of each check to correspond with the voucher authorizing the same.

Sec. 2. The adoption of this Article shall constitute authorization by the Corporation for the payment of bills, when and as due, for public utility services, postage, janitor service, cleaning supplies and minor emergency repairs, not to exceed an amount previously established by the Corporation.

ARTICLE VIII
COMPENSATION

Sec. 1. No compensation shall be paid to any officer of this Post Home Association for services as such officer.

ARTICLE IX
MISCELLANEOUS

Sec. 1. The Department of Pennsylvania Veterans of Foreign Wars of the United States shall not be responsible for the negligent or wrongful acts or omissions nor the contractual obligations or debts of this Corporation.

Sec. 2. Any activity, clubroom, holding company or unit sponsored, conducted or operated by, or on behalf of a Post shall be at all times under the direct control of the Post. All funds derived therefrom shall be at all times under the direct control of the Post.

Sec. 3. One copy of these Bylaws shall be issued to each elected and appointed officer of this Corporation.

Sec. 4. The Control of Units shall be as prescribed in Section 709 of the National Bylaws.

Sec. 5. In the event of dissolution of this Corporation, all the assets shall be the property of POST NO. _____ VETERANS OF FOREIGN WARS OF THE UNITED STATES and in the

event of the simultaneous dissolution of this Corporation and the forfeiture of the charter issued by the Veterans of Foreign Wars of the United States to said subordinate unit then, and in that event, title to all of the assets of this Corporation shall pass to the Veterans of Foreign Wars of the United States to be disposed of in accordance with the National Bylaws, rules and regulations of the said Veterans of Foreign Wars of the United States. At no time shall the assets of the Corporation be distributed among the individual members thereof.

ARTICLE X
AMENDMENTS

Sec. 1. These Bylaws shall become effective after adoption by this Post Canteen/Home Association and after review by the Commander of the Department of Pennsylvania.

Sec. 2. These Bylaws may be amended by the Post Canteen/Home Association by a two-thirds (2/3) vote of the members present and voting at a stated meeting thereof, provided each member has been notified at least twenty (20) days in advance in writing of the contents of the amendments and the date on which the proposed amendment(s) are to be presented for adoption.

Bylaws were adopted, subject to the review of the Commander of the Department of Pennsylvania, Veterans of Foreign Wars of the United States on this _____ day of _____, 20___.

_____

Post Commander Date

_____

Department Commander Date
Department of Pennsylvania
Veterans of Foreign Wars of the United States