

## GUIDELINES TO GOOD MANAGEMENT OF POST CLUBS/CANTEENS

Club regulations and their enforcement are very important. Quite often, difficulties arise because no definite regulations governing clubs, canteens or facilities have been adopted by the Post.

It is required that the Post establish a Home Association to deal with issues arising with respect to the operation of a clubroom or canteen. We offer the following for establishing a Home Association and providing rules for its operation of the club.

1. The composition and manner of selection of a Home Association, by election should be in accordance with Department rules and/or as set forth in Post By-Laws. The following language is offered for a resolution or motion to be approved by the Post.

By Election: The Home Association shall be elected by the Post members to manage the business affairs of the club. It shall consist of not less than five members, one each of whom shall be elected annually for a three-year term. Trustees shall not serve on the Home Association. In addition, the Post Commander and Post Quartermaster, by virtue of their offices, shall be members of the Home Association. **(See paragraph #11 – Only active VFW Members may serve as officers of the Home Association.)**

2. The Home Association should employ such personnel, including a manager, if any, as shall be necessary. **No elected officer of the Home Association may serve as manager.**

3. The Home Association shall have authority to suspend all club privileges of any member for misconduct on club premises or in connection with club operations for whatever time shall be deemed proper, subject to appeal to the membership. (This is not to be confused with Disciplinary Actions, which must be followed in order to affect the members membership in the Post and in the Veterans of Foreign Wars of the United States or any of the rights and privileges of that membership.)

4. All actions of the Home Association shall be subject to ratification by the Post by regular vote at a Post meeting.

5. The manager or any employee handling club monies must be bonded by a club bond for twice the amount normally handled.

6. The manger shall be responsible to the Home Association, the Post Commander and the Post for conduct of all patrons. The manager should deny club privileges to any member or guest violating club rules, state laws or these regulations.

7. The club manager and Home Association shall be held responsible by the Post Commander and the Post membership for strict enforcement of club regulations, local ordinances, and state laws applicable to the operation of clubs.

8. Violation or permitting the violation, of any of these rules and regulations will be deemed sufficient cause for discharge of the club manager. If the Home Association fails to act upon proof of such violations, the Post membership may initiate action at a Post meeting under the provisions of paragraph 4 above.