

BY-LAWS

_____ POST # _____ **CANTEEN/HOME ASSOCIATION, INCORPORATED**
VETERANS OF FOREIGN WARS OF THE UNITED STATES

ARTICLE I
NAME AND LOCATION

Section 1

By virtue of charter granted, this Post shall be known as _____
Post # _____ Home Association Incorporated, Veterans of Foreign Wars of the United States.

Section 2

The location and address of this Post Canteen/Home Association shall be

Street City State Zip

ARTICLE II
SUBORDINATION

Section 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 By-Laws of the Veterans of Foreign Wars of the United States, the By-Laws 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. For the purpose of this Article and Section, Resolutions adopted by the National Convention are held to be lawful orders.

ARTICLE III
MEETINGS

Section 1

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

Section 2

The regular meetings of the Corporation shall be held on the _____ of each month, to be
(Week) (Day)
called to order at _____AM/PM. The appointed day and time of the regular meetings may be changed by a two-thirds (2/3) vote of the members present at any regular meeting. The Post Canteen/Home Association members shall be notified of any change of the appointed day and/or time of the regular meeting.

Section 3

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

Section 4

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

ARTICLE IV
MEMBERSHIP

Section 1

Membership in _____ Post # _____ Canteen/Home Association, Incorporated, shall be in accordance with the provisions as set forth in the Department of Pennsylvania By-Laws of the Veterans of Foreign Wars of the United States and these By-Laws. _____ Post# _____ Canteen/Home Association, Incorporated, membership to consist of:

Active Members

Veterans of Foreign Wars Auxiliary Members***

Associate Members***

*****Applies to numbers 2 & 3; membership only includes Canteen privileges and does not allow for voting or serving as an officer.**

**ARTICLE V
OFFICERS**

Section 1

Eligibility to, nomination, election, installation and term of office shall be in accordance with the provisions of the National By-Laws and these By-Laws.

Section 2

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

**ARTICLE VI
DUTIES**

Section 1

1. The _____ Post # _____ 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 less than five (5) members. The Post Commander and Post Quartermaster by virtue of their office shall be members of the corporation.

2. The _____ Post # _____ Canteen/Home Association Incorporated Corporation officers 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 Officers. No elected Officers of the Post or Post Canteen/Home Association Corporation shall be employed as Manager or other employee of the Post Canteen/Home Association while holding elective office.

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

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 insure the protection of the Post Canteen/Home Association name and property.

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 _____ dollars (\$ _____).

6. All monies received by the Corporation Committee through the sub-rental of the Post Canteen/Home Association quarters or other sources shall be deposited with the Post Canteen/Home Association's treasurer.

7. All expenditures of the corporation shall be made by regular voucher and check drawn by the Treasurer. All such checks shall be signed by the Treasurer and countersigned by the President or Secretary.

8. 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.

9. 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 at a regular or special meeting called for that purpose; at least thirty (30) days notice in writing having been given to all members.

10. The Post Quartermaster by virtue of his office shall be the treasurer of the Corporation.

**ARTICLE VII
EXPENDITURE OF FUNDS**

Section 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 and in addition to the signature of the Treasurer, shall be countersigned by the President or Secretary.

Section 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 authorized by the Corporation.

**ARTICLE VIII
COMPENSATION**

Section 1

No compensation shall be paid to any officer of this Post Home Association for his services as such officer, except as hereafter may be provided.

**ARTICLE IX
MISCELLANEOUS**

Section 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.

Section 2

Any activity, club room, holding company or unit sponsored, conducted or operated by, or in behalf of a Post, shall be at all times under the direct control of the Post All funds derived there from shall be at all times under the direct control of the Post.

Section 3

One (1) copy of these By-Laws shall be issued to each elected and appointed officer of this Corporation.

In the event, of a dissolution of this corporation all of the assets shall be the property of _____ Post #_____, Veterans of Foreign Wars of the United States, and in the event of the simultaneous dissolution of this corporation and of 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 By-Laws, 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**

Section 1

These By-Laws shall become effective after adoption by this Post Canteen/Home Association and after review by the Commander of the Department of Pennsylvania.

Section 2

Unless otherwise provided for in the Post Canteen/Home Association By-Laws, these By-Laws may be amended by the Post Canteen/Home Association by a two-thirds (2/3) vote of the members present at a stated meeting thereof provided, however, such amendments have been read at the preceding stated meeting and each member notified, at least seven (7) days in advance by first class mail, of the contents of the amendments and the date on which the proposed amendments are to be presented for adoption. All amendments shall be forwarded through channels and reviewed by the Department Commander.

These By- Laws 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____, at a regular meeting of this Post with the address of _____ and

_____ Post # _____,

County of _____, State of Pennsylvania.

President

OFFICIAL:

BY _____
Secretary

APPROVAL IS GRANTED TO TRANSFER LIQUOR LICENSE FROM _____
POST # _____ TO _____ POST # _____ CANTEEN/HOME
ASSOCIATION, INCORPORATED.

POST COMMANDER DATE

STATE COMMANDER DATE
DEPARTMENT OF PENNSYLVANIA
VETERANS OF FOREIGN WARS OF THE UNITED STATES

ONLY ONE (1) COPY IS NEEDED TO BE MAILED TO DEPARTMENT HEADQUARTERS

REVISED - 7/2017