

BY-LAWS
John Lukac POST NO. 12093
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 John Lukac Post No. 12093 Veterans of Foreign Wars of the United States.
- Sec. 2. The location of this Post shall be in the City of Las Vegas, County of Clark, State of Nevada

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 By-Laws of the Veterans of Foreign Wars of the United States, the By-Laws of the Department of Nevada, 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 Nevada. 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 City of Las Vegas Centennial Hills Community Center, Operated by the YMCA, 6601 N. Buffalo Dr. Las Vegas, NV 89131.
- Sec. 2. Time: The regular meetings of the Post shall be held on the second Thursday of each month, to be called to order at six-thirty (6:30) p.m.
- Sec. 3. The Post may, after at least fourteen (14) 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 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 By-Laws.
- Sec. 5. Quorum: five (5) 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 By-Laws.

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- Sec. 2. The admission fee of this Post shall be no dollars and no cents (\$0.00), payable in accordance with the National By-Laws.
- Sec. 3. The 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, election or appointment, installation and term of office shall be in accordance with the provisions of the National By-Laws.
- Sec. 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.
- Sec. 3. The Post Commander may appoint sergeants, who do not rank as officers of the Post, to assist certain officers and, in the officer's absence, temporarily carry out the officer's duties; or to lead or conduct non-binding authorized activities of the Post. The sergeants of the Post include but are not limited to: the Sergeant-major to assist the Adjutant, the Quartermaster-sergeant to assist the Quartermaster, the Sergeant-at-arms to assist the Officer of the Day, the Color-sergeant to lead the Post Color Guard and the Sergeant of the Guard to lead the Post Honor Guard.

ARTICLE VI
COMMITTEES AND DUTIES

- Sec. 1. All Committees and their chairmen, unless otherwise provided, shall be appointed by the Commander as promptly as possible after election to office, and as such shall serve at his will and pleasure. The Post Quartermaster, by virtue of his office, shall be treasurer of all committees handling funds.
- Sec. 2. The Standing Committees of the Post shall be as follows:
1. Ways and Means
 2. House
 3. Membership
 4. Communication
 5. Relief
 6. Audit
 7. Review
 8. Veteran Service
 9. Buddy Poppy

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10. Youth Activities
 11. Americanism
 12. Community Activities
 13. Safety
 14. Military Service
 15. Commissary
- Sec. 3. The Ways and Means Committee shall consist of the elected and appointed officers of the Post as well as any other member in good standing appointed by the Commander EXCEPT Trustees shall not be members of this committee.
- Sec. 4. House Committee:
1. 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, Post Exchange and/or Canteen. It shall consist of not less than three members, one each of whom shall be elected annually for a three-year term. Trustees shall not serve on the House Committee. In addition, the Post Commander and Post Quartermaster by virtue of their offices shall be members of the House Committee.
 2. The Committee shall be responsible for the cleanliness and upkeep of the quarters and the equipment therein.
 3. The Committee shall be in charge of the sub-rental of the Post's quarters and shall exercise such supervision over sub-renters as will insure the protection of the Post's name and property.
 4. The Committee may authorize such expenditures for minor emergency repairs and janitor 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 between any two regular meetings shall not exceed five hundred dollars and no cents (\$500.00).
 5. All monies received by the Committee through the sub-rental of the Post's quarters or other sources shall be deposited with the Post Quartermaster.
 6. All expenditures of the Committee shall be made only by regular voucher and drawn by the Quartermaster in accordance to these By-Laws.
 7. The House Committee shall keep a record of all its receipts and expenditures and shall, at every meeting of the Post, report all monies received and all expenditures made since the last meeting.
 8. 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

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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 first been given to all members.

9. The Post Quartermaster, by virtue of his office, shall be the treasurer of the House Committee.

Sec. 5. The Membership Committee

1. The Senior Vice Commander shall Chair the Membership Committee.
2. The Committee shall be responsible for Membership Recruiting and Membership Retention programs within the Post.
3. The Committee shall be responsible for preparing all required reports on Recruiting and Retention for the Post.

Sec. 6. The Communication Committee.

1. The Junior Vice Commander shall Chair the Communication Committee.
2. The Communication Committee shall be responsible for all general public and internal communications in the nature of publicity or advertising.
3. Nothing in this section shall usurp the authority of any Officer or Committee to communicate with the membership on matters relative to their office or committee responsibilities.

Sec. 7. The Relief Committee

1. The Chaplain shall Chair the Relief Committee.
2. Relief Committee expenditures shall be from Post Relief funds. The use of Relief Funds shall always be in accordance with the National By-laws, Manual Procedure and other governing regulations.
3. The Committee may authorize such expenditures for minor emergency assistance as may be necessary for the health and well being of the comrade or family in distress, provided that the total amount so expended between any two regular meetings shall not exceed five hundred dollars and no cents (\$500.00).
4. All expenditures of the Committee shall be made only by regular voucher and drawn by the Quartermaster in accordance to these By-Laws.

- Sec. 8. The Post Trustee in his/her last year of the elected term shall Chair the Audit Committee. The Audit Committee shall consist of the three elected Trustees and no others. The Post Commander shall not sit as an *ex officio* member of this committee. The Audit Committee shall make at least one report annually to the Post at the regular meeting following the close of the fiscal year. The Audit Committee may make other reports as it finds advisable.

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- Sec. 9. The Post Adjutant shall Chair the Review Committee. The Review Committee reviews provided documentation to assure that all applicants for membership in the Post are eligible for membership and the Quartermaster has received the necessary dues and fees. All elected and appointed officers and sergeants of the Post EXCEPT the Membership Chair, the Quartermaster, the Quartermaster-sergeant, any Trustee and any other officer or sergeant who is on the Membership Committee or has responsibility for receipt of dues or the audit thereof may not serve on the Review Committee. Three members of the committee shall constitute a quorum for its work.
- Sec. 10. The Veteran Service Committee.
1. The Veteran Service Officer shall Chair the Veteran Service Committee.
 2. The Veteran Service Committee shall assist the Veteran Service Officer in those duties.
 3. Members of this Committee should make every effort to take the training to qualify as a Veteran Service officer.

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. For purposes of this Article, the Ladies Auxiliary to the Veterans of Foreign Wars, the Military Order of the Cootie and its Ladies Auxiliary, the Men's Auxiliary are governed by Articles XI, XII and XIII respectively of the National By-Laws and Manual of Procedure of the Veterans of Foreign Wars and their respective By-Laws, Rules and Regulations.

ARTICLE VIII
EXPENDITURE OF FUNDS

- Sec. 1. Expenditure of funds shall be made only after prior authorization by the Post and on proper voucher drawn by the Adjutant and approved by the Commander. All checks for the expenditure of Post funds shall be numbered in sequence, the number of each check to correspond with the voucher authorizing the same, other expenditures may be made using acceptable banking practices. Unless otherwise provided for in these By-Laws, all disbursements of Post funds shall bear the signature of the Quartermaster or other

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person(s) authorized by the Quartermaster. Such other authorized person(s) shall be bonded in accordance with Section 703 of the National by-Laws.

- Sec. 2. The adoption of this Article shall constitute authorization by the Post for the payment of bills, when and as due, for monthly rental, public utility service, postage, janitor service and for janitor's supplies and minor emergency repairs authorized by the House Committee, provided that the amounts to be paid for monthly rental and for janitor service shall have been previously established by the Post.
- Sec. 3. No other payment or expenditures 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 his 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, and such other compensation commensurate with their duties as may be determined and specified by 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.
- 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 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 (30) 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 his custody pending proper pro rata distribution.

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- 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 (30) days prior to any Post entering into any such agreement.
- Sec. 5. Unless previously authorized by a majority vote of the Post, no solicitations or ticket sales shall be permitted in the Post quarters or at socials or meetings unless such solicitations or ticket sales shall have been approved by 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 his current address by promptly reporting any change of same.
- Sec. 2. The Adjutant shall have custody of these By-laws and shall issue one copy to each elected and appointed officer, sergeant and chairperson of this Post and shall provide a copy to any member of this Post upon request.
- Sec. 3. In all Post procedure not provided for by the Congressional Charter and By-Laws or these By-Laws, Demeter's Manual shall be the Authority, and it shall be the duty of the Post 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.
- Sec. 4. Standing rules are merely previously adopted main motions, which have continuing effect, just like by-laws, which also have continuing effect until they are amended, modified or rescinded. Standing rules are amendable, suspendable and rescindable by a majority vote if previous notice has been given at a previous meeting or in the call for the meeting; or by a two thirds vote of those attending without such previous notice, or by a majority vote of all members in good standing. The Adjutant shall maintain a record of all Standing rules and shall issue one copy to each elected and appointed officer, sergeant and chairperson of this Post and shall provide a copy to any member of this Post upon request.

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 (5) minutes, and the second time no longer than three (3) minutes, with the exception of a committee report and recommendations and visiting guests who have a message to impart.

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ARTICLE XIII
AMENDMENTS

- Sec. 1. These By-Laws shall become effective after adoption by this Post and after review by the Commander of the Department and Commander-in-Chief of the Veterans of Foreign Wars of the United States.
- Sec. 2. Unless otherwise provided for in these By-Laws, these By-Laws may be amended by the Post by a two-thirds vote of the members present at a stated meeting provided each member had been notified at least twenty (20) 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 By-Laws or subsequent amendments may be found to be in conflict with the present or any future National By-Laws and By-Laws of the Department, the latter shall prevail and be binding upon this Post as though written herein.

These By-Laws were adopted, subject to the review of the Commander-in-Chief and the Commander of the Department of Nevada, Veterans of Foreign Wars of the United States on this thirteenth day of June, 2013, at a regular meeting of this Post in the City of Las Vegas and County of Clark, State of Nevada.

John Lukac Post No. 12093
Veterans of Foreign Wars of the United States

By _____
Commander

OFFICIAL:

By _____
Adjutant