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VETERANS OF FOREIGN WARS OF THE UNITED STATES STATE OF FLORIDA

RULES/GUIDELINES FOR THE OPERATION OF CLUBROOMS, CANTEENS AND ACTIVITIES BY POSTS IN THE STATE OF FLORIDA

- I. DEFINITION – For the purposes of these rules, a “clubroom”, “canteen” or “activity” is defined as an activity sponsored by the Post, or other subordinate unit of the State of Florida (including any holding or managing corporation) wherein;
 - The name “Veterans of Foreign Wars”, the insignia “VFW” or any colorable imitation thereof is utilized.
 - One of the functions of which is the sale of food or beverage of any type in quarters permanently owned, rented or otherwise occupied by the Post.
 - Under the direct CONTROL of the Post pursuant to Section 709 of the National By-Laws.
- II. OPERATIONS OF CLUBROOMS/CANTEENS – No Post shall operate clubrooms/canteens or other activities except under the control of a House Committee, and in accordance with these rules and regulations.
- III. COMMITTEE – Each Post shall establish a House Committee to manage the business affairs of the clubroom/canteen of not less than three or more than seven members.

One of the following methods of choosing the House Committee shall be adopted by the majority vote of the Post. House Committee members are not held to be Post officers as set forth in Section 216 of the National By-Laws. Election or appointment of House Committee members shall be done at the same time that Post elections are held.

- (A) Appointment by the Post Commander.
- (B) Nominated and elected exclusively by the Post membership.
- (C) Or combination of A & B.

In addition to the above, the Post Commander and Post Quartermaster, by virtue of their offices, shall be members of the House Committee and shall have a vote.

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

The Chairmen of the House Committee may be chosen in the same way as above or by election of the House Committee at its first organization meeting.

Any member of the House Committee, if appointed may be removed by the Commander or if elected, a Post may, upon motion duly passed at any meeting, propose the removal of an elected officer or committee member at the next stated meeting or special meeting called for such purpose. The member holding such office and the Department Commander shall be notified at least seven (7) days prior to the meeting by certified or registered mail addressed to the member’s last known address stating the reasons for the proposed action.

The Post, at the next stated meeting or special meeting, may by two-thirds (2/3) vote of the members present declare vacant the position of any an elective officer or elected chairman or committee member who may have:

1. Absented themselves from two (2) consecutive meetings or who has
2. Failed to fulfill the duties of office specified in Section 218 of the By-Laws and Manual of Procedure.

- IV. MEETINGS – The House Committee shall hold at least one regular meeting each month, at such times and places as recommended by the House Committee and approved in advance by the Post at a regular Post meeting.

Special meetings of the House Committee may be called by a majority of the House Committee, or the Post Commander, provided notice of the time and place shall be posted in the Post Home on the Bulletin Board at least three days prior to said special meeting and all members of the House Committee be notified in person or by telephone of such special meeting in lieu of an emergency.

A majority of the House Committee members, elected or appointed, must be present for the transaction of business at a regular or special meeting.

- V. All actions of the House Committee shall be subject to ratification by the Post by regular vote at a Post Meeting.

One of the House Committee members shall act as secretary, keep minutes of all meetings and prepare a report of the meeting to be read, by the House Committee Chairman at the next regular meeting of the Post. This report shall be made part of the Adjutant's minutes.

- VI. OPERATIONS-PERSONNEL – No member of the House Committee shall be employed nor receive any compensation for his/her service.

MANAGER – The House Committee shall appoint a Manager to operate the clubroom/canteen, subject to their instructions. The Manager shall be responsible to the House Committee and the Post Commander for conduct of all Patrons as required by Section VII of these rules.

EMPLOYEES – The Manager shall employ all personnel of the clubroom/canteen, subject to the recommendations and approval of the House Committee. No VFW elected officer of the Post shall be employed as Manager of the clubroom/canteen while holding an elective office. **It is highly suggested that no elected Auxiliary officer be employed as Manager either. That will be left up to the House Committee with the Post membership's approval.**

AUDIT & INVENTORY – All clubroom/canteen financial records and properties shall be audited and approved by the Post Trustees or by qualified auditors or accountants approved by them at least monthly.

CLUB FINANCES –

1. The club/canteen manager shall keep an accurate, approved set of records and accounts.
2. The largest sum which the manager or House Committee may spend without a vote of the Post authorizing same shall be \$ _____ >
3. All income and profits shall be held or deposited in the name of the Post, and in no other name.
4. The Post Quartermaster shall be the treasurer of the House Committee.
5. The House Committee and club/canteen manager shall turn over or deposit to the Post Quartermaster, at least weekly, all net profits and property acquired over and above a specific sum which shall be determined by the House Committee and Quartermaster.
6. At least once each month the club manager shall furnish the Post Quartermaster a complete written profit and loss statement to be read to the Post membership and placed in the Post minutes. All expenditures to be supported by bills and vouchers.

- VII. CONDUCT – Good order shall be maintained at all times on the premises of the Post home. Clubroom/canteen privileges shall be discontinued forthwith to any member and said member shall immediately leave the premises and be suspended by the bartender on duty from clubroom/canteen privileges until further action is taken by the House Committee who:
- (a) Discuss affairs of the Veterans of Foreign Wars or any of its members within the presence of, or hearing, of a non-member of the Veterans of Foreign Wars;
 - (b) Violates his/her obligation as a member or officer of the Veterans of Foreign Wars;
 - (c) Becomes obnoxious, offensive, or whose conduct reflects discredit in any way or manner on the Veterans of Foreign Wars or any of its members;
 - (d) Violates any rules, regulations, By-Law or law of the State of Florida, County, City, Florida Department of Alcohol, Beverage and Tobacco, United States, Veterans of Foreign Wars, Post, or House Committee;
 - (e) Becomes intoxicated or arrives intoxicated on the premises; or
 - (f) Creates a scene, or participated voluntarily in same, and any fracas or disorderly conduct on the premises.

The operation of any clubroom/canteen or activities by any Post shall not violate any rule, regulation, By-Law, Manual of Procedure, order or law of the United States, State of Florida, County, City, Florida Department of Alcohol, Beverage and Tobacco or any other division of government, Veterans of Foreign Wars, Post or House Committee.

- VIII. FURTHER SUSPENSION FROM CLUBROOM PRIVILEGES – The House Committee shall convene at a meeting within one week from the date of suspension of any person for the purpose of considering further suspension, which meeting may be continued to a later date at the request of the accused, and after hearing the charges and circumstances, and allowing the accused an opportunity to be heard may impose additional suspension of clubroom/canteen privileges of from 10 to 90 days. Any additional violations of conduct the length of suspension will be determined by House Committee. The House Committee will make a report to the Post membership. The decision of the Post membership is final and there is no other appeal process available to the accused.

- IX. CLOSED PERIODS – It is held to be objectionable and contrary to accepted rules of order and proper decorum implicit in the Manual of Procedure and Ritual of the Veterans of Foreign Wars to permit alcoholic beverages in the Post meeting room during the Post meeting. It is the intent of this section to encourage all VFW members to attend their Post meeting. No VFW member may patronize the canteen/clubroom until the Post meeting has concluded..

There is nothing in this section that prevents a Post or District from establishing rules that prohibits the canteen/clubroom from being open during a Post or District meeting.

The presence, dispensation, and/or consumption of alcoholic beverages and smoking in VFW meeting rooms during VFW meetings is unacceptable and is prohibited.

- X. TAX RETURNS AND INFORMATION – Tax information for Posts is contained in the Post Adjutant/Post Quartermaster Operations Manual. This information is by no means all-inclusive of our Internal Revenue Service Code. Specifics concerning filing of tax returns should be addressed to a Certified Public Accountant (CPA) or an accountant employed by the Post.

- XI. INSPECTIONS – It shall be part of the inspections of each Post to ascertain that it is complying with these rules and regulations. It shall also be a duty of the District Commander and his/her officers, through him/her, to periodically supervise such activities and report any violation to the Department.
- XII. SUSPENSION OF CLUBROOM/CANTEEN ACTIVITIES – If it shall come to the attention of the State Commander that any violation of these rules has been committed, is allowed to exist or is condoned by any Post during the current administration, he/she shall address a 10 day written notice to said Post to show cause in writing why its clubroom/canteen facilities should not be suspended for such violation or violations; and unless good cause is shown and such violation discontinued, he/she shall suspend the operations of such facilities for a period of 10 to 90 days.
- XIII. ADDITIONAL RULES – A Post may adopt additional rules or By-Laws, not in conflict herewith.
- XIV. POSTING OF RULES – A copy of these rules shall be posted at all times in a conspicuous place on the Post bulletin board.