

VETERANS OF FOREIGN WARS OF THE UNITED STATES

RECOMMENDED CLUB GUIDELINES

RECOMMENDATIONS FOR THE OPERATION OF CLUB ROOMS, CANTEENS, AND ACTIVITIES AT THE POST _____.

1. Whenever the word "Club" is used in these regulations, it shall be taken to include and mean VFW founded or operated social room, canteen or room for the enjoyment and recreation of VFW members.

(a) The VFW Post Club is a subordinate unit of the parent Post and shall be operated solely for the benefits of the Post membership. Under no circumstances will there be any guest membership or honorary membership of any kind allowed to any Post within the State of Indiana Veterans of Foreign Wars.

(b) These Club Rules or amendments, thereto, a copy thereof shall be posted conspicuously in the Club room during business hours.

(c) Post Club will use a guest book. All non-member guests shall be signed in by the Post Member they are a guest of before being served alcoholic beverages. Guest's host member shall not be an employee of the club then on duty. Bartenders will be directed to verify membership of all patrons. Members shall be responsible for the conduct and behavior of their non-member guests.

(d) These House Rules do not replace the disciplinary actions provide under Article IX of the VFW Manual of Procedure, if in the opinion of the Commander the offense rises to the level of an Article IX, the Commander can institute Article IX procedures.

(e) It must be remembered that the Veterans of Foreign Wars itself is supreme in any dispute. The Post Bylaws and rules outline the way the Post and the Club must be run. The Post, in all cases, is above the Club. The Club is merely an activity of the Post and must be treated as such. In no case is it a separate entity.

(f) These club rules are applicable to all member and non-members anywhere on the premises.

2. All Post and Auxiliary members on the premises at the time of a regular or special meeting shall attend their respective meetings. Alcoholic beverages shall not be served or consumed in the Post or Auxiliary meeting room during a meeting.

3. A House Committee shall be elected by the Post membership to act as a board of management for the business affairs and rules of the Club. This House Committee

shall consist of three (3) members, one of which shall be elected each year for a three (3) year period. Trustees shall not serve on the House Committee. The Post Commander and Post Quartermaster shall be members of the House Committee by virtue of their office and shall each have one vote as such. Elected Committee members are not Post Officers and accordingly may concurrently hold an elected Post office. The House Committee will hold at least one (1) scheduled meeting each month and special meetings as necessary, provided that no special meeting may be held without giving at least twenty four (24) hours' notice to all members of the Committee.

(a) The House Committee shall at the first meeting following the installation of the Post Commander elect a member to serve as the Chairperson, the Quartermaster and the Commander are not eligible to be Chairperson.

(b) The Chairperson shall select a member to be Secretary, for keeping minutes of all meetings and preparing 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.

(c) A majority of the House Committee members must be present for the transaction of business at a regular or special meeting.

(d) All members of the House Committee shall be elected and not appointed. A House Committee member, who resigns or is removed from office, will be replaced by the election of a new member to fill the vacant position at the next regular Post meeting. The other two members will remain in their present year of office.

(e) The House Committee shall have authority to employ such personnel as necessary to properly operate the Club, including a Club Manager if necessary and the position has been approved by membership, and may discharge personnel at their discretion. If qualified, priority on employment should be given to Post members in good standing. No member of the House Committee may serve as Club Manager. With the exception of the Quartermaster no member of the Post who receives any remuneration whatsoever for their services from the Post Club shall serve as member of the House Committee.

(f) Any employee handling Club monies should be bonded to the Post for the largest sum that may pass through their hands at any one time.

(g) The House Committee shall be responsible to the Post for the conduct of all patrons of the Club, to include members or non-members who have rented facilities in accordance with state laws. They shall deny the use of the Club to any member or guest of a member who violates the Club Rules, the State law, or these Regulations.

(h) The bartender shall be discharged for violating or permitting the violation, of any of the Club Rules, State laws or city ordinances upon the Club premises; and if the House Committee fails to remove such bartender, the Post membership may discharge the bartender, and take appropriate action against members of the House Committee who refuse to act.

(i) The Quartermaster shall keep a regular set of records which shall be open to inspection by members of the Post at a predetermined scheduled time.

(j) The House Committee shall establish Club operating hours. The operating hours will be posted in a conspicuous location(s).

(k) The committee cannot make or enforce any rules contrary to the rules of the Department, public law, or the lawful instructions of the Post. The committee is directly responsible to the Post floor and makes its reports to the Post at regular meetings. Refusal to comply with the rules and instructions of the Post is grounds for removal of any or all members of the House Committee.

(l) The Post membership may overrule or abrogate any action of the House committee by majority vote at the next Post meeting after the action of the House Committee.

4. The House Committee will have the authority to revoke Club privileges to member or guest who violate the rules of behavior as posted in the club. Bartenders and employees shall be bound by the same rules. Any employee who violates the rules and regulations as set forth shall be subject to dismissal. Civil conduct and good order shall be maintained at all times on the premises of the Post. Club privileges shall be discontinued immediately by the bartender or House Committee to any person or persons who violate the rules listed below in subparagraph (a) through (f). The privileges shall remain suspended until action is taken by the House Committee. Persons with authority should be cognizant of their own behavior and consumption of alcoholic beverages prior to revoking someone's club privileges. The House Committee may continue the suspension until the next regular meeting and make a recommendation to the membership. At the next regular meeting the membership will vote on the length of the suspension. If the individual being suspended is a Post member or a member of the Auxiliary of the post that suspended them they shall be given the opportunity to briefly address the membership prior to the vote. If they are unable to attend the meeting they may submit a brief written statement to be read to the membership prior to the vote. Violations can be but not limited to:

(a) Discuss confidential information, personnel affairs, or any information that could be considered derogatory to 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 to include electronic communications.

(b) Violates their obligation as a member or officer of the Veterans of Foreign Wars.

(c) Becomes obnoxious, offensive, or whose conduct reflects discredit in anyway or manner of the Veterans of Foreign Wars or any of its members.

(d) Violates any rule, regulations, By-Laws or laws of the State of Indiana, County, City, Indiana Department of Revenue, United States, Veterans of Foreign Wars, Post or House Committee.

(e) Becomes intoxicated or arrives intoxicated on the premises.

(f) Creates a scene or participated voluntarily in same, and any fracas or disorderly conduct on the premises.

5. The Quartermaster shall keep complete and regular records of account clearly showing all income and expenditures in the Club business.

(a) The House Committee may spend \$_____ at any one time without a vote of the Post authorizing the same.

(b) All income and profits from the Club shall be held or deposited in the name of the Club or Post and in no other name.

(c) Club deposits shall be turned over to the Post Quartermaster, at least every other week but recommended weekly, all net profits and property acquired by the Club over and above a certain amount, which shall be prescribed by the House Committee, which sum may be retained for current Club expenses during the following month.

(d) At least once monthly the Quartermaster shall be required to furnish the membership a complete written profit and loss statement of the Club for the current period to be read to the membership at the next monthly Post meeting.

(e) The Post Quartermaster shall act as Treasurer of the House Committee.

(f) All Club books and records shall be audited by the Post Trustees quarterly at the time they audit the books and records of the Post Quartermaster.

6. The House Committee shall be held responsible by the Post Commander and the membership to know and strictly enforce at all times these Club Rules and any Post Club Rules, all local ordinances and all laws of the State of Indiana applicable to the operation of the Club. A copy of these Post Club Rules shall be posted at all times in conspicuous place of the Post.