

**VETERANS OF FOREIGN WARS OF THE UNITED STATES
STATE OF GEORGIA**

2019-2020

Canteen/Club Room

RULES FOR THE OPERATIONS OF CLUB ROOMS, CANTEENS AND ACTIVITIES BY POSTS IN THE STATE OF GEORGIA

- I. DEFINITION – For the purpose of these Rules, a “Club Room”, “Canteen” or “Activity” is defined as an activity sponsored by the Post, or other subordinate unit of the State of Georgia (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, VFW National By-Laws.
- II. OPERATIONS OF CLUB ROOMS/CANTEENS – No Post shall operate Club Rooms/Canteens or other activities except under the control of a House Committee, and in accordance with these Rules.
- III. COMMITTEE – Each Post shall establish a House Committee to manage the business affairs of the Club Room/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. Elected House Committee members are not held to be Post officers as set forth in Section 216 of the VFW National By-Laws.

- (A) Appoint 3 and elect 4
- (B) Nominated and elected exclusively by the Post

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 office, shall be treasurer of the House Committee.

Chairman 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.

Post Trustees and Quartermaster shall not serve as an employee unless written permission is given by State Headquarters.

Any member of the House Committee, if appointed may be removed by the Commander or if elected may be removed for cause by two thirds (2/3) vote of the Post, at any regular meeting, provided written notice of such meeting, stating subject matter to be voted on, be sent to each member in good standing at least ten days prior to such meeting, and in lieu thereof, discipline under Article IX of the National By-Laws.

The Post may at any regular meeting, by two thirds (2/3) vote of the members present, remove from the House Committee any member of the House Committee who fails to attend three consecutive meetings of the House Committee without valid excuse and written notice to such member.

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- 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, provided notice of the time and place 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 and 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 service.

MANAGER – The House Committee shall appoint/hire a Manager (member/non-member) to operate the Club Room/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 and terminate all personnel of the Club Room/Canteen, subject to the recommendations and approval of the House Committee. No elected officer of the Post shall be employed as Manager or other employee of the Club Room/Canteen while holding an elective office.

No member of the immediate family/household of the Post Commander, Post Quartermaster, a Post Trustee, or Club Room/Canteen Committee Chairman shall be employed by the Club Room/Canteen except on a one-time, "emergency" basis. For the purposes of this restriction, immediate family includes but is not limited to spouse, former spouse, parent, parent-in-law, child, step child, child-in-law, grandchild, girlfriend, boyfriend or significant other.

AUDIT & INVENTORY – All Club Room/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.

FINANCIAL RECORDS – The Manager shall maintain adequate financial records, as established by the House Committee and submit a monthly report to the Post, approved by the House Committee, showing:

- (a) Operating cash receipts for period covered by the report;
- (b) Inventory at beginning of period covered by the report;
- (c) Inventory at the end of the period of the report;
- (d) Net operating income (loss) for period covered by the report;
- (e) Net operating income or loss from beginning of fiscal year to end of covered report;
- (f) Amount of cash on hand (including operating capital) at end of period by the report;
- (g) Amount of the Accounts Payable at end of the period covered; and

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(h) Any other financial data or information required.

This report shall be in writing and made a part of the Adjutant's minutes. All expenditures are to be supported by invoices and/or vouchers.

MONIES – The House Committee shall establish a specified sum to be used by the Manager as necessary operating capital.

All monies representing the net operating receipts (after disbursement) acquired by the Club Room/Canteen, shall be turned over to the Post Quartermaster or deposited on a bank account designated by the Post Quartermaster as often as specified by the House Committee but at least weekly. No expenditures shall be made for furniture, furnishings, equipment, etc., without prior approval of the Post, except for emergency repairs.

The Manager and all employees handling Club Room/Canteen monies shall be bonded, by separate Bonding Company for at least the amount of the established operating capital plus the amount of the average inventory.

VII. CONDUCT – Good order shall be maintained at all times on the premises of the Post Home. Club Room/Canteen privileges shall be discontinued forthwith to any person (member/non-member) and said person shall immediately leave the premises and be suspended from Club Room/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 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 Georgia, County, City, Georgia Department of Revenue, 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 Club Room/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 Georgia, County, City, Georgia Department of Revenue or any other division of government, Veterans of Foreign Wars, Post or House Committee.

VIII. FURTHER SUSPENSION FROM CLUB ROOM 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 Club Room/Canteen privileges of from 10 to 90 days. Such hearing is to be conducted informally and it shall be considered a duty of all members who have knowledge of any fact or circumstance material to such hearing or suspension, to attend the same and inform the House Committee of their knowledge.

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- IX. ENJOYMENT OF CLUBROOM/CANTEEN FACILITIES – All members of the Veterans of Foreign Wars in good standing (including members of their Auxiliary) and their bona fide guest, shall be entitled to enjoy Club Room/Canteen facilities. Bona fide guest includes:
- (a) Non-members accompanied by a member and who leave at the same time as the member who is responsible for their conduct on the premises;
 - (b) Members of an outside organization or group (non-profit), whose functions are similar to that of the V.F.W., that are allowed the use of Post facilities for meeting purpose only; and
 - (c) Members of other veterans' organizations, where reciprocal provisions exist to members of the V.F.W. in the Club Rooms/Canteens.

These restrictions also apply where a license is held for operations open to the public.

- X. CLOSED PERIODS – Club Room/Canteen facilities will not be open during ANY VFW meetings or open installations.
- XI. 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.
- XII. INSPECTIONS – It shall be part of the inspections of each Post to ascertain that it is complying with these rules. It shall also be a duty of the District Commander and his officers, through him, to periodically supervise such activities and report any violation to the Department.
- XIII. SUSPENSION OF CLUB ROOM/CANTEEN ACTIVITIES – If it shall come to the attention of the State Commander that any violation of these Rules or the laws or statutes of the State of Georgia including municipal and county ordinances has been committed, is allowed to exist or is condoned by any Post during the current administration, he shall address a 10 day written notice to said Post to show cause in writing why its Club Room/Canteen facilities should not be suspended for such violation or violations; and unless good cause is shown and such violation discontinued, he shall suspend the operations of such facilities for a period of 10 to 90 days. The State Commander may use the same 'Show Cause' procedure as above when in his judgment after receiving and considering the advice of the District Commander, the Post is failing (or has failed) to live up to the purposes of this Organization including but not limited to progress toward achievement of Department and National programs, service officer work, membership goals or has significant deficiencies highlighted on the Post Inspection Report.
- XIV. ADDITIONAL RULES – A Post may adopt addition Rules, or By-Laws, not in conflict herewith.
- XV. POSTING OF RULES – A copy of these Rules shall be posted at all times in a conspicuous place on the Bulletin Board of the Post.

**Rules were approved by the Council of Administration
in Macon, Georgia, June 30, 2019.**