

BY-LAWS
Rio Rancho Post No. 5890
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 Rio Rancho Post 5890, Veterans of Foreign Wars of the United States.
- Sec. 2. The location of the Post shall be in the City of Rio Rancho, County of Sandoval, and State of New Mexico.

*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 State, the By-Laws of the Department of New Mexico, orders issued by authority of the National Convention, national council of Administration, the Commander-In-Chief, the Department convention, Department Council of Admiration and the Commander of the Department of New Mexico. 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 the Post Home, Post 5890 of Veterans of Foreign Wars of the United States.
The Post may change its chartered location in accordance with the provisions of Section 205 of the National By-Laws and Manual of Procedures.
- Sec. 2. Time: The regular meetings of the Post shall be held on the second Saturday of each month, to be called to order at 10:00 a.m. 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. 3. Special meetings may be called in accordance with the provisions of the National By-Laws.
- Sec. 4. Quorum: 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 \$45.00, 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 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.

*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.

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|----------------|----------------------|--------------------------|
| (a) Membership | (e) Youth Activities | (i) Community Activities |
| (b) Relief | (f) House | (j) Safety |
| (c) Poppy | (g) Americanism | (k) Bingo |
| (d) Publicity | (h) Finance | |

- Sec. 3. House committee:
- (a) 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 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.
- (b) The Committee shall be responsible for the cleanliness and upkeep of the quarters and the equipment therein.
- (c) 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.
- (d) The Committee may authorize such expenditures of minor emergency repairs and janitor supplies as may be necessary for the preservation and protection of the

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- Post's quarters or other sources shall its equipment, provided that the total amount so expended between any two regular meetings shall not exceed \$500.00.
- (e) 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.
 - (f) All expenditures of the Committee shall be made only by regular voucher and drawn by the Quartermaster in accordance to these By-Laws.
 - (g) 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.
 - (h) The House committee, with the consent of the Post Commander, shall be responsible for appointing, relieving or discipline of the Club Manager. Appeals can be made to the general membership for a vote.
 - (i) The Post Quartermaster, by virtue of his office, shall be the treasurer of the House Committee.
 - (j) 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 regulations shall only become effective upon 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 first been given to all members.

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 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 the purposes of this Article, to the Veterans of the Foreign Wars Auxiliary, the Military Order of the Cootie and its Auxiliary are governed by Articles XI, XII 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 invoice 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 invoice authorizing the same. Banking practices can include the use of electronic transfers to conduct the operations of the post. Unless otherwise provided for in these

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By-Laws, all disbursements of Post funds shall bear the signature of the Quartermaster or other person(s) authorized by the Quartermaster using acceptable banking practices. 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 as due, for monthly rental, public utility service, postage, janitor service, and for janitor's supplies and minor emergency repairs authored 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. These expenditures can be paid for using electronic banking methods.
- Sec. 3. Should it become necessary to secure a bank credit or debit card in the name of the post, any and all purchases made on the card will be paid off in its entirety the month following the purchases. The card shall be used for authorized post expenses and will not be used for personal services or goods. The use of such card will be limited to the post Quartermaster or the Post Commander and no others.
- Sec. 4. On a monthly basis, the Quartermaster will ensure that at a minimum, 20% of the posts profits will be transferred to the post building fund to allow for future projects.
- Sec. 5. 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 their services as such officer, except as hereafter may be provided.
- Sec. 2. For services rendered, the Post may, by majority vote, pay the annual or lifetime dues of the Adjutant and Quartermaster for the periods of 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 principle sum sufficient to give the Post ample protection in the particular

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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 with the thirty day period, then suety 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 the bonded officer of the Post who shall hold the funds in his custody pending proper pro rate distribution.
- 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 social or meetings unless such solicitations or ticket sales shall have been approved by the Post.
- Sec. 6. The Finance 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 their current address by promptly reporting any change same.
- Sec. 2. One copy of these By-Laws shall be issued to each elected and appointed officer of this post.
- 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.

ARTICLE XII
SPEECHES

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- Sec. 1. No member will be permitted to speak on any one (Pro or Con) more than twice; and the first time no longer than five (5) minutes, and the second time no longer the three (3) minutes, with the exception of a committee report and recommendations and visiting guests who have a message to impact.

ARTICLE XIII
NEPOTISM

- Sec. 1. In order to allow post leadership to take an impartial and objective view of Post operations, and to avoid the appearance of giving special advantage or favoritism in the appointing or promotion of personnel or volunteers, the following restriction shall be observed:
- Sec. 2. No relative of a Post Officer shall be employed in any position in this post.
- Sec.3. For the purposes of this Policy, "relative" means an officer's spouse, by marriage or civil union, domestic partner, or the officer's spouse's parent, child, sibling, aunt, uncle, niece, nephew, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the officer or the officer's spouse by blood, marriage or adoption.

ARTICLE XIV
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 Post 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 later 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 New Mexico, Veterans of Foreign Wars of the United States on this 11th day of February, 2017, at a regular meeting of this Post in the City of Rio Rancho and County of Sandoval, State of New Mexico.

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Larry McBee, Commander

OFFICIAL:

John Archuleta, Adjutant