



**VETERANS OF FOREIGN WARS.**

# **POST COMMANDER AUTHORITY**

**BY: DAN WEST, ADJUTANT GENERAL**

## National Bylaws & Manual of Procedure MOP Section 218 - Duties and Obligations

- **Preside at and conduct all meetings.**
- **Enforce Strict observance on all laws and usages.**
- **Insist that Post business and activities are legal.**

# POST COMMANDER AUTHORITY



- **Decide all questions in your Post subject to appeal.**
  
- **Appoint officers and Committee chairs called for.**
  - **Section 216 and Post Bylaws**
  
- **Approve all disbursement of funds.**
  - **Must be properly approved by the Post.**
  - **Voucher system or payment order.**
  
- **Assure Quartermaster is bonded.**

# POST COMMANDER AUTHORITY



- **Assure dues and monies owed are paid.**
  - **Accuracy in reporting.**
  
- **Assure reports are correct and sent out.**
  - **Business of Post handled without delay.**
  - **Necessary Licenses and Permits obtained.**
  - **Properly completed election report by June 1.**
  
- **Assure Trustees have examined books/records.**
  - **Monthly review.**
  - **Quarterly audit.**

# POST COMMANDER AUTHORITY



- **Attend all properly called District meetings.**
  - **Can have a representative attend.**
  
- **Comply with and perform all duties required.**
  - **Congressional Charter.**
  - **National Bylaws, Manual and Ritual.**
  - **Department, District, Post bylaws**
  - **County Council bylaws (If applicable)**
  - **Lawful orders from proper authority.**
    - **Commander in Chief, State Commander, District Commander.**
    - **General orders, Special orders.**

# APPOINTMENTS



- **Immediately appoint your Adjutant, Chaplain, Service Officer and other positions as prescribed.**
- **Be sure to match the person to the job, as it directly impacts your overall performance as Commander.**

# ENFORCEMENT



- **Enforce observance of all laws and usages of the VFW.**
  
- **Study and become familiar with the Congressional Charter, National Bylaws, Manual of Procedure and Ritual as well Department, District and Post Bylaws and Demeter's Manual of Parliamentary Law.**

# DECISIONS



➤ **Decide all questions in your Post subject to appeal under Section 109.**

- **Committee and Post issues.**
  - **Commander has right to temporally ban a member from coming onto Post property except for Post meetings till the next Post meeting.**
  - **Must report to membership at next meeting and inform members present. Members can decide to continue the ban except for Post meetings.**
  - **Members can appeal decisions at all levels.**
  - **Non-Members have no rights and have no appeal except to the membership of the Post.**



# POST MEETINGS



- **Preside at and conduct all meetings.**
  - **Must have monthly meetings.**
  - **5 members for quorum or more if Post Bylaws require.**
  - **Must confirm their membership.**
  
- **Know in advance what business needs to be addressed.**
  
- **Be brief and informative.**
  - **Use Post Opening Ceremonies, Order of Business and Closing Ceremonies as found in the National Ritual and have Roberts Rules on hand.**

# POST MEETINGS



## ➤ Enforce Rules of Decorum

- **No Profanity**
- **No Yelling**
- **No Name Calling**
- **No Throwing Objects**
- **No Smoking**
- **No Alcohol**
- **No side conversations when others are addressing membership.**

# POST MEETINGS



## ➤ Parliamentary Procedure

- Unruly members
  - Give a verbal warning first.
  - Escorted from the room by the officer of the day.
    - (Do not make physical contact with member, if they refuse to leave see next point below)
  - Police called if necessary.
  - Disciplinary action can be initiated.

## ➤ A Motion & Second to do something illegal.

The Motion is out of order as it proposes the violation of a Governmental law or ordinance.

## ➤ A Motion & Second to Sell the Post.

Motion is Postponed till next meeting so each member of the Post and the State Commander can receive timely notification of the Motion to sell the Post per Section 709 of the National Bylaws.

# POST MEETINGS



- **A Motion & Second for a Frivolous Motion or to Adjourn before business is concluded.**

The Motion is ruled out of order for hindering the legitimate purposes of the meeting.

- **A Motion & Second to Initiate Disciplinary Action**  
Motion is Postponed till next meeting and Commander will appoint an individual or committee to investigate. The committee will present findings to Post members in a written and signed report.

# POST MEETINGS



## ➤ **A Motion & Second to surrender the Charter.**

**Is immediately Postponed and the Commander will immediately send a list of all assets and liabilities to the State Commander and the Post shall not dispose of any assets.**

**Each member must receive notice of proposal at least (10) days prior to the meeting where the vote will be held, and the State Commander must receive written notice at least (30) days prior to the Post vote.**

**The State Commander will be immediately informed of the outcome of the Post vote. Pending cancellation of the Charter the Post will not dispose of any assets.**

# POST MEETINGS



- **Enforce applicable General Rules listed in the Ritual.**
- **Officers are personally responsible for their Rituals. They shall permit only properly authorized persons to read the Ritual.**
- **While the Post is in session, no member will pass between the altar and the commander's station, except as prescribed by the Ritual.**
- **All officers should memorize their parts and practice with co-workers in order to render all ritual work correctly and impressively. See the Foreword.**
- **When addressing the commander all officers salute in a military manner. The commander will return similar salutes. All officers exchange salutes when addressing each other.**

# POST MEETINGS



- **Enforce applicable General Rules listed in the Ritual.**
- **One rap of the gavel calls attention or seats the body when standing. Two raps of the gavel call everyone to standing attention.**
- **All Posts should hold a public memorial service for their departed comrades, at least once a year. This may be held as a special ceremony or in conjunction with a public meeting.**
- **All VFW military formations and procedures shall conform with the current Infantry Drill Regulations, United States Army.**
- **The military salute shall be given in all ceremonials and meetings when a member wishes to address the commander or presiding officer. The military salute shall also be used in the ceremonial work, as set forth in this Ritual.**

# POST MEETINGS



## ➤ Enforce applicable General Rules listed in the Ritual.

- In compliance with directives approved by the Veterans of Foreign Wars 59th National Convention and the VFW National Council of Administration "the Flag of the United States, of appropriate size and attached to a standard, shall be placed upright upon the VFW altar to the left of a Bible—to the left of the Bible as viewed by one standing before the altar and facing the Commander's station). The POW/MIA flag may be placed to the right of the American Flag. Both the flags and Bible shall be upon a regulation VFW altar cloth.
- (a) All members who are able will stand during the offering of the prayers; (b) members will follow the action of the Chaplain or presiding officer relative to removal of caps during prayers; if uncovering, the hat shall be placed on the extended closed fingers of the right hand in such a way that the Cross of Malta is exposed and held over the heart; (c) official caps will not be worn during luncheons, banquets or other meals; **(d) Official caps will be the only head covering allowed to be worn at regular meetings of the Veterans of Foreign Wars of the United States.**



# IMPORTANT



- **Familiarize yourself with the National Bylaws and Manual or Procedure, specifically;**
  - **Section 109 – Right of Appeal**
  - **Section 211 – Suspension and revocation of Charter.**
  - **Section 220 – Vacancies and removal of elective officers or committee members.**
  - **Section 222 – Delegates.**
  - **Section 213 – Arrearages, deficiencies and omissions.**
  - **Section 215 – Eligibility to office.**
  - **Section 223 – Commemoratives Tributes**
  - **Article X – Rules of Order**

# **IF EVER UNSURE**



## **OF PROCEDURES OR ACTIONS;**

- 1. Study the Bylaws**
- 2. Discuss with Post Officers.**
- 3. Discuss with Past Post Commanders.**
- 4. Discuss with Post Commanders from other Posts.**
- 5. Discuss with District Commander and/or District Officers.**
- 6. Discuss with State Headquarters Staff**
- 7. Discuss with State Adjutant**
- 8. Discuss with State Commander and/or Department Officers.**

# ADDITIONAL RESOURCES



- **Commanders Guide.**
- **Quartermasters Guide.**
- **Trustee's Guide.**
- **Guide to Protocol.**
- **Parliamentary Procedure. Roberts Rules.**
- **Presiding and Leadership practice.**
- **National training videos.**
- **VFW Discussion Groups on Facebook.**

# QUESTIONS?