2019 Veterans of Foreign Wars- Manual of Procedure

Sec. 218 - Officers and Chairmen, Duties and Obligations.

(a) Officers.

(1) Commander. Among the duties of a Post Commander, the Commander shall:

a. Preside at all meetings of the Post, conducting such meetings in accordance with Article X of the By-Laws and Manual of Procedure and other applicable parliamentary rules.

b. Enforce strict observance of the laws and usages of this organization, including Post, County Council (if applicable), District and Department By-Laws and the Congressional Charter, National By-Laws, Manual of Procedure and Ritual and all lawful orders from proper authorities.

c. Insist that Post business and activities be conducted in such a manner that they do not violate any applicable governmental law, ordinance or regulation nor bring or tend to bring dishonor or embarrassment upon the Post, its members or the Veterans of Foreign Wars of the United States.

d. Decide all questions of law and usage in the Post, subject to appeal pursuant to the By-Laws.

e. Appoint officers, committee chairmen and committees not otherwise provided for. The Commander may remove such appointed officers, committee chairmen and committees at their pleasure. The Commander shall, by virtue of their office, be a member of all committees.

f. Approve all disbursements of funds properly authorized by the Post.

g. Assure that the office of Quartermaster is bonded according to Section 703 of the By-Laws.

h. Assure that all dues and other monies due the National Headquarters and Department are forwarded promptly together with accurate reports and returns pertaining thereto.

i. Assure that all reports are correctly prepared and promptly forwarded, that all the business of the Post is handled with dispatch and that all necessary licenses and permits are obtained for proper operation. Ensure that a properly completed Report of Election of Officers for the ensuing year is submitted to Department and National Headquarters by June 1.

j. Assure that the Post Trustees have examined the books and records of the Post and prepared the Post Trustees Quarterly Report of Audit no later than the end of the month following the last day of each quarterly period.

k. Assure that the Commander or their representative attend all properly called District Conventions or meetings and County Council meetings (if applicable).

l. Comply with and perform all of the duties required by the laws and usages of this organization, the provisions of these By-Laws, the Manual of Procedure and Ritual and Department, District, County Council (if applicable) or Post By-

Laws pertaining to the duties and obligations of a Post Commander and lawful orders from proper authority and perform such other duties as are usually incident to the office.
Failure without just cause to perform these duties may result in removal from office.

(5) Quartermaster. Among the duties of a Post Quartermaster, the Quartermaster shall:
a. Qualify and secure a bond in a sum at least equal to the amount of the liquid assets for which the Quartermaster may be accountable in accordance with Section 703.
b. Collect all monies due the Post, giving receipt therefore, and have charge of the funds, securities and other property of the Post, all of which shall be placed in their care. The Quartermaster shall be the accountable officer of the Post and the Treasurer of all committees handling funds.
c. Disburse funds as properly authorized by the Post using accepted banking practices. Unless otherwise provided for in Post By-Laws, all disbursements of Post funds shall bear the signature of the Quartermaster or other person(s) authorized by the Quartermaster. Such other authorized person(s) shall be bonded with an indemnity company as surety in a sum at least equal to the amount of the liquid assets for which the Quartermaster may be accountable in accordance with Section 703.
d. Receive annual membership dues (admission fees if applicable) and life membership fees and forward the Department and National dues and life membership fees immediately to National Headquarters as prescribed in Section 104.
e. Provide the Post Trustees with all records, files and statements required or necessary for the preparation of the Post Trustees Quarterly Report of Audit.
f. Reconcile and verify all transactions listed on all bank statements to assure the accuracy of post records. The books and records of the Quartermaster shall be maintained in a legible and uniform format. Record keeping by electronic means may be used, provided a back-up is maintained. Books and records shall be available for inspection by authorized officers and Post members at all reasonable times. Unless specifically authorized by the Post to remove such books and records from its facilities, they will be kept at the Post facilities.
g. Provide access and transfer to their successor in office or anyone designated by higher authority, without delay, all books, records, papers, monies, securities and other property of the Post in their possession or under their control.
h. Comply with, and perform all duties required of the Quartermaster by the laws and usages of this organization, applicable By-Laws and order's from lawful

authority and perform such other duties as are incident to such office.
i. Report on transactions concerning receipts and expenditures, for any given period, at a regular or special meeting of the Post.
j. File appropriate forms as required by Federal, State and Local Statutes or regulations.
(6) Adjutant. Among the duties of the Post Adjutant, the Adjutant shall:
a. Be the official corresponding officer for the Post and shall attest to all official communications and reports with their signature.
b. Under the direction of the Commander, prepare all reports and returns required of the Adjutant.
c. Maintain the books and records in a legible and uniform format. Record keeping by electronic means may be used, provided a back-up is maintained.
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Books and records shall be available for inspection by authorized officers and Post members at all reasonable times. Unless specifically authorized by the Post to remove such books and records from its facilities, they will be kept at the Post facilities.
d. The Post Adjutant shall maintain the following records:
1. A copy of the original application of every member admitted to the Post.
2. Minutes of each Post meeting after correction and approval.
3. All current orders or circulars issued by the Commander-in-Chief, the National Council of Administration, the Department Commander, the District and/or County Council Commander (if applicable) and the Post Commander.
4. A correspondence file.
5. A file containing a copy of the proof of eligibility submitted by officers pursuant to Section 216.
e. Maintain a current copy of the By-Laws, Manual of Procedure and Ritual of the Veterans of Foreign Wars of the United States and copies of the By-Laws of the Post, Department, District and County Council (if applicable).
f. Transfer to their successor, without delay, all books, papers, records, monies and other records and property of the Post in their possession or under their control.
g. Comply with and perform all duties required of the Adjutant by the laws and usages of this organization, applicable By-Laws and orders from lawful authority and perform such other duties as are incident to such office.