

JOHN R. WEBB POST NO. 3285

Veterans of Foreign Wars of the United States

Frederick, Maryland

BY-LAWS

ARTICLE I

Section 1 By virtue of charter granted, this Post shall be known as John R. Webb Post No. 3285 Veterans of Foreign Wars of the United States.

Section 2 The location of this Post shall be in the City of Frederick, County of Frederick, State of Maryland.

ARTICLE II

Section 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 States, the By-Laws of the Department of Maryland, orders issued by authority of the National Convention, National Council of Administration, the Commander-in-Chief, the Department Convention, Department Council of Administration and the Commander of the Department of Maryland. For the purposes of this Article and Section, Resolutions adopted by the National Convention are held to be lawful orders.

ARTICLE III

Section 1 The regular meeting place of this Post will be at 5901 Old National Pike, Frederick, Maryland.

Section 2 The regular meetings of this Post shall be held on the first Monday of each month, to be called to order at 7:00. p.m

Section 3 If a weather emergency prevents the Post from meeting, the Post will call a special meeting, in accordance with Section 203 of the National By-Laws and Manual of Procedure.

Section 4 Five (5) members in good standing shall constitute a quorum for the transaction of business.

ARTICLE IV

Section 1 Officers Elected and Appointed.

(a) The officers of each Post will consist of a Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, Adjutant, Chaplain, Judge Advocate, Surgeon and three (3) Trustees.

(b) The Post shall elect the Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, Chaplain and three trustees.

- (c) *The appointed officers of each Post shall consist of at least an Adjutant, Judge Advocate, Surgeon, Officer of the Day, Service Officer and Guard to be appointed as prescribed in Section 216 in the Manual of Procedure. The Commander may appoint other officers as provided for in the National By-Laws.*

Section 2 Eligibility to Office.

All members in good standing shall be eligible to any office in the Post, provided no member shall hold two (2) elective Post offices at the same time, but may hold one (1) elective and one (1) or more appointive offices. Post officers, elective or appointive, shall be eligible to hold office in a higher body; such offices may be held concurrently. An officer, elected and installed shall continue to hold office for the period for which elected, and an officer appointed and installed, shall hold office during the pleasure of the appointing power, provided, in either case the officer remains in good standing in the Post of which he is an officer.

Post trustees shall not be eligible to serve on committees or as officers having to do with the receipt and expenditure of Post funds whose records and accounts are audited by them.

Section 3 Nomination, Election, Installation and Term of Office.

(a) The Commander may, at the regular February meeting, appoint a nomination committee consisting of the immediate past Commander and two other members of the Post in good standing. This committee shall present its slate of officers at the regular March meeting at which time additional nominations shall be received from the floor. Any nominee may have the opportunity to decline nomination for the office to which he has been nominated before nominations are closed. A member nominating an absent member shall have presented to the Adjutant, in writing, the consent of the member being nominated prior to the opening of nominations. Nominations will be held until the April meeting and the presiding officer shall close them when the Post is ready to vote.

(b) At the March meeting, the meeting for nominations, prior to the opening of nominations; the Post shall decide upon which form of elections to be held. If a printed ballot is decided upon by the majority vote of the Post, the ballots shall be prepared prior to the April meeting with name of the nominees printed thereon and with the spaces provided for writing in of additional names at the time of the elections, but there shall be no further nominations after such meeting.

(c) Installation of officers shall be at the regular May VFW Post 3285 meeting prescribed in the National Manual of Procedures but the Post officers shall not assume their duties until the new Department Commander is installed at the annual VFW Dept. of Maryland State Convention in June and Post Officers term shall run from that date immediately following the Department Convention and conclude until the end of the following regular VFW Annual State Convention the following June.

Section 4 Officers Powers and Duties.

The duties of the officers of this Post shall be as set forth in the National Manual of Procedures and it shall be incumbent upon each officer to become familiar with his duties prior to assuming the office to which he has been elected or appointed.

Section 5 Vacancies and Inactive Officers.

Vacancies and removal of elective officers or committee members shall be filled as prescribed in Section 220 of the National By-Laws and Manual of Procedure.

Article V

An Executive Committee consisting of the elected officers, the Adjutant and the immediate Past Commander is hereby constituted to assist the Commander in directing the administrative affairs of the Post. This committee shall meet at 600 PM on the first Monday of each month if need be and at other times as called by the Commander. All meetings shall be at the Post Home and open to any VFW member of Post 3285 in good standing. The Adjutant will record the minutes of each meeting which will be read at the next regular meeting of the Post.

One of the duties of this committee shall be the promulgation of rules and regulations to be observed by all users of the Post facilities; subject to adoption by a majority vote of those members present at the regular Post meeting.

Article VI

Section 1 Membership

Eligibility for membership shall be as prescribed in Section 230103 of the Congressional Charter and Section 101 of the National By-Laws and Manual of Procedure.

Section 2 Admission Fees and Dues

(a) Admission fees and annual dues shall be fixed by a majority vote at the regular or special meeting of the Post but in no event shall the Post fix dues less than the minimum provided by National and Department By-Laws.

(b) Once each month the Post Quartermaster shall transmit to the Department QM the prescribed amount of each admission fee collected and shall transmit Department and National dues collected from each member during the preceding month. Such payments shall be accompanied by the proper report forms as prescribed by Department and National directives.

Article VII

Delegates to the Department and National Convention shall be elected in accordance to Section 222 of the National By-Laws and Manual of Procedure.

Article VIII

Section 1 *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 IX

Section 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.

Section 2 Unless otherwise provided for in these 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.


Section 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 latter shall prevail and be binding upon this Post as though written herein.

Approved & Adopted at the Regular Post
Meeting Held on NOV: 4, 2013.



Adjutant

REVIEWED FEB 18 2014
FOR THE COMMANDER-IN-CHIEF



JERRY L. NEWBERRY
ASSISTANT ADJUTANT GENERAL
BY DAVID E. PROHASKA, DIRECTOR (INTERIM)
ADMINISTRATIVE OPERATIONS