

# Standing Rules



**AMVETS Post 25**  
**Springfield, Ohio**

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## Springfield, Ohio

### Standing Rules

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#### Article I. Membership

##### Section 1. Post membership

- (a.) Annual and life membership requirements and dues shall be in accordance with AMVETS National Constitution and Bylaws.
- (b.) The Post will provide life memberships to any active duty person applying for membership provided post funds are available to do so.
- (c.) New Members:
  - 1. All new membership applications must be brought before the membership at a regularly scheduled General membership meeting to be discussed and voted on.
    - a. The 1<sup>st</sup> Vice shall ensure all membership applications are complete before being brought before the membership.
    - b. Only complete application shall be voted on (application form completed and signed, proof of honorable service provided, and appropriate dues paid).
- (d.) Renewing Annual Members:
  - 1. Annual renewal memberships received prior to December 31 do not require a vote.
  - 2. Any annual member requesting renewal on or after January 1 will require a vote at the next regular scheduled meeting.
- (e.) Conversions from Annual to Life membership may be accepted by the 1<sup>st</sup> Vice at any time and requires no vote.
- (f.) After dispensing required dues to National and Department, the balance of membership dues will be deposited in the Post Building fund.

##### Section 2. Subordinate Organizations Membership

- (a.) Annual and life membership requirements for subordinate organizations shall be in accordance with AMVETS National membership guidelines.

##### Section 3. Social Members

- (a.) The number of Social members shall not exceed 15% of the Post membership for the previous year. (Any barpersons who are not otherwise eligible to join as a member of the Post, Auxiliary, or Son's shall not be included in this number).
- (b.) Social members have canteen privileges only and have no vote or say in the operations and leadership of the Post.

#### Article II. Post Offices

##### Section 1. Duties and Responsibilities of Post Officers

- (a.) The duties and responsibilities of a Post Officer are set forth in the AMVETS Department of Ohio Guidebook, which is updated and published annually.

## **Section 2. Duties of Post Officers**

- (a.)** The duties of Post Officer are set forth in Article V of the Uniform Post Constitution and By-Laws for the AMVETS Department of Ohio.
  - 1.** In addition to the duties described in the above article:
    - a.** The Second Vice Commander shall act as the Historian.
    - b.** The Adjutant shall act as the Post Public Relations person.
    - c.** The Finance Officer shall act as the Post Quartermaster.

## **Section 3. Election of Officers**

- (a.)** The election and appointment of Post Officers shall be held in accordance with Article IV of the Uniform Post Constitution and By-Laws for the AMVETS Department of Ohio.
- (b.)** First round of nominations of Post Officers will open at the April General Post Membership meetings.
- (c.)** Any member in good standing can be nominated for an office.
  - 1.** A member in good standing is one who has paid their annual dues for the calendar year in which nominated or is a life member of Post 25 and;
  - 2.** Has been a member of Post 25 for at least one full year prior to the elections.
  - 3.** Has not been barred and/or are not currently ongoing investigation and/or disciplinary action.
- (d.)** Second round of nominations will be opened at the May meeting.
  - 1.** Nominations will start with Post Commander and proceed down the list of Officers noted in Article II Section 2.
  - 2.** Any member may be nominated for more than one office however; they may only hold one office and must accept the office first voted into.
- (e.)** The third round of nominations (if needed) and the elections are to be held at the June meeting.
  - 1.** The regular business portion of the meeting shall take place before elections with the exception of no new members shall be taken across the floor before elections.
  - 2.** The Post Adjutant shall prepare ballots for the election and distribute them at the start of the election.
  - 3.** Voting will take place one office at a time starting with Post Commander and proceeding down the list of Officers noted in Article II Section 2.
  - 4.** Each Post member in good standing and present at the election shall have one vote for each office.
  - 5.** Ballots will be collected and counted by the 2-Year and 1-year Trustee and one member appointed by the outgoing Post Commander who is not currently nominated for an office.
  - 6.** Once ballots are counted for an office, the results will be passed to the Provost Marshall for announcement.
  - 7.** A member nominated for more than one office must accept the office of highest rank.
  - 8.** Any member not permanently barred from the Canteen may still vote.
- (f.)** New Officers are installed to their new offices at a special meeting no later than 30 June to begin their term on July 1.
  - 1.** This may be a joint installation along with the Auxiliary, Son's and Riders Chapters.

#### **Section 4. Appointed Officers**

- (a.) The newly elected Post Commander shall appoint members in good standing to the appointed positions no later than the July meeting.

#### **Section 5. Removal of an officer**

- (a.) Removal of an officer for cause will be after an investigation by the Executive Board.
  - 1. Causes for removal are:
    - a. theft from the Post of monies or property,
    - b. Failure to attend three (3) consecutive meetings without being excused from said meeting.
  - 2. As the list above is not all-inclusive, the cause for removal may be determined by the Executive Board to be enough to warrant removal from office.
- (b.) An officer is removed as per of the Constitution and By-Laws for the AMVETS Department of Ohio.

#### **Section 6. Standing Boards**

- (a.) The Executive Board and Board of Trustees
  - 1. The Executive Board shall meet to discuss disciplinary actions to be taken based on the recommendation of the Disciplinary Board.
  - 2. The Board of Trustees shall supervise the operations and finances of the canteen. In the absence of a Board of Trustees, the Executive Board shall perform the duties of the Board of Trustees.
  - 3. The Board of Trustees shall be responsible for the hiring and firing of bartenders. Hiring and firing decisions require a majority vote of the board members.
- (b.) Disciplinary Board
  - 1. A meeting of the Disciplinary Board will be held at the Post Commanders discretion.
  - 2. The board shall consist of three (3) members appointed by the Post Commander.
  - 3. The board shall make recommendations to the Board of Trustees for the suspense of canteen privileges of any member or guest for misconduct in the canteen for whatever time period shall be deemed appropriate.

#### **Section 7. Write-up procedures**

- (a.) All complaint of behavior, canteen rules, or standing rule violations will be forwarded to the Post Commander in writing on a Post Disciplinary or Canteen Rules Violation form.

#### **Section 8. Disciplinary Actions**

- (a.) The Board of Trustees shall have the authority to suspend all canteen privileges (which includes post events held in the canteen) of any Post member, Auxiliary member, Son's Member, social member, or guest for misconduct for whatever time shall be deemed proper. Members may attend only their organization's general membership meeting while on suspension.
- (b.) Members written up upon Commander's review may have their canteen privileges suspended immediately prior to a hearing.
- (c.) Members suspected of misconduct shall be entitled to a hearing before the Board of Trustees to explain their actions.

## **Article III. Post and Board Meetings**

### **Section 1. All meetings**

- (a.) All meetings shall be conducted under Robert's Rules of Order and the AMVETS Department of Ohio handbook.
- (b.) All Post officers are expected to attend all meeting for which they hold a position in and may only be excused from a meeting with prior notification to the Post Commander.
- (c.) There shall be no drinking of alcohol or smoking during any meeting.
- (d.) Members attending who appear intoxicated will be escorted out by the Provost Marshall.

### **Section 2. General Post membership meeting**

- (a.) Held monthly on the third Monday of the month at 7:00 pm in the Post Career Center.
- (b.) The Post Commander shall preside over the meeting. If The Post Commander is unable to attend, the next Officer in the chain of Command will preside.
- (c.) A quorum shall consist of the majority of the elected Post officers.
- (d.) Officers shall give reports on the respective duties in accordance with the department handbook.
- (e.) All members in good standing shall have one vote in matters brought for vote at the meeting.
  - 1. Members temporarily barred from the Canteen may attend meetings and may vote in matters.

### **Section 3. Executive Board Meeting**

- (a.) Held at the discretion of the Post Commander on an as needed basis.
- (b.) A quorum shall consist of the majority of the boards elected officers.
- (c.) Only officers holding a position on the board shall have a vote in matters brought before the board.

### **Section 4. Board of Trustees Meeting**

- (a.) Held monthly on the third Monday of the month at 6:00 pm in the Post Career Center.
- (b.) A quorum shall consist of the majority of the boards elected officers.
- (c.) Only officers holding a position on the board shall have a vote in matters brought before the board.

### **Section 5. Disciplinary Board Meeting**

- (a.) Held at the discretion of the Post Commander on an as needed basis.

### **Section 6. All Post Meetings**

- (a.) Held quarterly on the second Saturday of January, April, July, and October at 11am in the Canteen unless otherwise directed by the Post Commander.

### **Section 7. Additional Meetings**

- (a.) Additional meetings of committees may be appointed by the Post Commander and meet in accordance with that committee's purpose.

## **Article IV. Delegates to Conventions/Conferences**

### **Section 1. Department Conventions/Conferences**

- (a.) At least thirty (30) days prior to department convention/conference the Adjutant shall inform the membership at a general meeting of the number delegates the Post is allowed at the next department convention/conference.
- (b.) All other delegates (not to exceed allowed number) and alternates shall be chosen to attend the convention/conference by an election at a general meeting after proper nomination. A member elected as a delegate shall be good standing.

  - 1. A member in good standing is one who has paid their annual dues for the calendar year in which nominated or is a life member of Post 25 and;
  - 2. Has not been barred and/or are not currently ongoing investigation and/or disciplinary action.
- (c.) The Post shall pay the convention/conference registration fee and hotel expenses for each delegate attending department convention/conferences long as the sufficient funds are available in the Post general fund.

  - 1. Any delegate who fails to attend the convention/conference for which registered in advance without an excuse deemed valid by the Executive Board shall reimburse the Post for the registration fee if paid in advance and hotel expense if cancelation notice was not given in time to cancel hotel reservations (generally 24-hours prior to hotel stay).
- (d.) All delegates are required to attend the Business Meetings, Joint Open Sessions, and all meetings pertaining to their office at the Convention.

  - 1. Failure to attend said meetings may result in having to reimburse the Post for convention fees and hotel expenses. Determination shall be made by the Executive Board at the earliest possible time following the convention/conference.
- (e.) If elected as an alternate, the Executive Board shall determine if registration fee and hotel expenses will be paid for said member based on available Post funds.

  - 1. All alternates are subject to the same criteria and duties as an elected delegate stated above.
- (f.) Any alternate or member not elected as an attendee or alternate may attend the Department I Convention/Conference at his or her own expense.

### **Section 2. National Convention**

- (a.) At least sixty days prior to a National Convention the Executive Board shall make the determination on the number of members attend the convention based on estimated cost of attendance and available Post funds.

  - 1. A number of alternates will be elected as well in the case it is determined at a later date that an elected member cannot attend.
- (b.) All attendees (not to exceed the number determined by the Executive Board) shall be chosen by an election at a general meeting after proper nomination. A member elected to attend shall be good standing.

  - 1. A member in good standing is one who has paid their annual dues for the calendar year in which nominated or is a life member of Post 25 and;
  - 2. Has not been barred and/or are not currently ongoing investigation and/or disciplinary action.
- (c.) The Post shall pay, if sufficient funds are available, the following:

1. Registration fee and hotel stay as a minimum.
  2. Other expenses to be paid such as airfare or travel allowance and food shall be determined based on convention location and available Post funds.
  3. Any delegate who fails to attend the conference for which registered in advance without an excuse deemed valid by the Executive Board shall reimburse the Post for the registration fee if paid in advance and hotel expense if cancellation notice was not given in time to cancel hotel reservations (generally 24-hours prior to hotel stay).
- (d.) All attendees are required to attend all General Sessions and Business Meetings at the Convention.
1. Failure to attend said meetings may result in having to reimburse the Post for convention fees and hotel expenses. Determination shall be made by the Executive Board at the earliest possible time following the convention.
- (e.) If elected as an alternate, the Executive Board shall promptly notify said member if an opening becomes available to attend with expenses paid by the Post.
- (f.) Any alternate or member not elected as an attendee or alternate may attend the National Convention at his or her own expense.

## **Article V. Canteen**

### **Section 1. Posted Canteen Rules**

- (a.) This is an AMVETS Post, not a bar.
- (b.) Bartender on duty is in charge at all times. The bartender may deny privileges to anyone violating canteen rules, state laws, or the Post Standing Rules.
- (c.) Post business shall NOT be discussed at the bar. Take it private.
- (d.) Bartender has the right to refuse ANYONE service.
- (e.) Profanity and abusive language will NOT be tolerated.
- (f.) Fighting will NOT be tolerated.
- (g.) All visitors and guests must sign in.
- (h.) Guests are not allowed to purchase alcohol. Alcohol purchases must be made by a member for their guest.
- (i.) Guests are not allowed to purchase or play tickets.
- (j.) All visitors must leave with their host.
- (k.) Children are to be under control at all times.
- (l.) Children must leave the canteen by 9:00 PM except for Post Functions.
- (m.) Last call for Instant bingo and other games shall be at 12:30 AM. Winning tickets MUST be redeemed by 12:45AM
- (n.) Last call for alcohol shall be 12:45 am.
- (o.) All patrons MUST leave by 1:15am
- (p.) NO alcohol is permitted to leave the canteen or enclosed post property.
- (q.) No derogatory remarks regarding ones race, religion, sex, sexual orientation, or life style are permitted at any time. WE ARE ALL AMERICANS
- (r.) Should any questions arise, see rule # 2
- (s.) We all come to the canteen to relax and have a good time.

- (t.) Leave your personality conflicts at the door. If you have a problem with someone, take it private and through the proper channels.
- (u.) Violation of any of these rules could result in suspension of canteen privileges.

## **Section 2. Canteen procedures**

### **(a.) Guests**

1. All guests must be signed in and out by the member who escorted them into the canteen.
2. The escorting member will remain with their guest.
3. Guests are not allowed to purchase beverages, food, or play tickets. Beverage and food purchases must be made by a member for their guests.
4. If the escorting member leaves then his/her guest will be asked to leave as well unless another member present is willing to resign them in and act as their escort.
5. Allowable Guests
  - a. Post, Auxiliary, and Son's members are allowed to bring in unlimited guests to the post except when the canteen is closed for a State, District, or Post function for members only.
    - i. If the guest is eligible to join the AMVETS, may visit as a guest up to three (3) times before being asked to join.
    - ii. If the guest was previously a member of the post, he/she will not be allowed to return until they have renewed their membership.
  - b. Social members
    - i. Limited to two (2) guest at a time for up to three visits per guest then repeat guest will be required to seek membership.
    - ii. If Social membership is full then will be allowed two (2) guests for unlimited visits.
  - c. Members of other AMVETS Post are allowed to bring up to two (2) guests into the canteen.
  - d. Non-members
    - i. Veterans are allowed to enter the Post for up to three (3) visits before being asked to join. The bartender or any Post member present may sign the veteran into the Post.
    - ii. Non-veterans who are eligible for membership in a subordinate organization may visit up to three (3) times before being asked to join. The bartender or any Post member present may sign the visitor into the Post.
    - iii. Other non-veterans are not allowed in unescorted.

### **(b.) Keycard Access**

1. Only members in good standing will be issued a keycard for access to the canteen.
2. New keycards will be issued annually no later than 31 January and only after the First Vice and/or Post Adjutant has compiled a list of all members (Post, Sons, Auxiliary and Social) deserving of keycards and presented the list to the Trustees. Members not on the list will be referred to the appropriate officer to determine eligibility for keycard issuances. The list for issuance should be kept in the canteen so the bartenders may issue cards and members may sign for new keycard.
3. Lost keycards will incur a \$5.00 lost card fee to be collected before a new card is issued.

4. When a member transfers to another post or is barred/suspended from the Post the Trustees/1st Vice/Adjutant will be responsible for getting the keycard back from the member.
  5. Keycard access may also be changed at any time the Executive Board deems necessary.
- (c.) Compensated Drinks
1. Birthday drinks: One (1) free on the member's actual birthday. Must be on birthday list or show proof.
  2. Commander's Call: At the discretion of the Post Commander only.

### **Section 3. Canteen Operations**

#### **(a.) Hours of Operation**

1. The canteen will be open from 1:00pm to 1:00am every day with the following exceptions:
  - a. The Post will close at 6:00pm on Christmas Eve and reopen at 6:00pm on Christmas Day.
  - b. The Post will open at 6:00pm on Thanksgiving Day.
  - c. Level Two Snow Emergencies
    - i. When a level 2 snow emergency has been declared by the Clark County Sheriff's Office the canteen will not open or will close at the time the emergency is declared.
    - ii. The bartender on duty when a snow emergency is declared will notify the next shift bartender not to come in.
    - iii. If a Level II emergency is declared after the canteen has opened the bartender on duty will be paid for a full shift/up until the time they leave the building after closing the bar.
  - d. State, District, and Post functions
    - i. The canteen can be closed for all or part of the operating hours for an approved function held for AMVETS members only.
    - ii. Approval must be made by the Post membership at a Post meeting, at an executive meeting and/or at the discretion of the Post Commander.

#### **(b.) Financial Management**

1. The trustees shall be responsible for reporting all financial transactions of the canteen.
  - a. Weekly (Sunday-Saturday)
    - i. A Weekly Report (see Forms section) should be prepared and kept to record all transactions (checking, cash, invoices, receipts) involving the canteen operations.
  - b. Monthly (a four week period mostly in the month being reported)
    - i. A monthly report (see forms section) shall be presented at the monthly meeting for the previous month's transactions.
2. The canteen books will be subject to an audit by a committee designated by the Board of Trustees on an annual basis to be completed no later than Jan 31 of the following year.
3. Canteen records shall be open to inspection to any officer at any time or to members at any general meeting.
4. Any purchases greater than \$200 that are not directly associated with the daily operations of the canteen must be approved by the Board of Trustees in advance (i.e., purchase of new equipment, remodeling request, etc.)

- a. Emergency repairs to or replacement of existing equipment is authorized as long as said equipment is necessary for the daily operation of the canteen.
  - b. Emergency repairs/replacements made to the Post physical facilities (i.e., plumbing, electrical, or HVAC) with canteen funds should be reimbursed out of the Post Building fund as soon as possible.
5. Canteen funds shall be reviewed on a quarterly basis for consideration of any excess funds not earmarked for expenses to be transferred to the building fund.

#### **Section 4. Duties of the Trustees**

- (a.) Snow plowing and salting:
1. Trustees are in charge of ensuring the Post parking lot is plowed prior to opening the canteen when there is 2" or more of snow.
    - a. On Tuesdays and Thursdays, they will additionally ask the plower to clear the Career Center parking lot.
  2. Trustees will distribute salt near the entryways to the Canteen.

### **Article VI. Amendments to Standing Rules**

#### **Section 1. Review**

- (a.) The Executive Board on an annual basis shall review these Standing Rules within sixty (60) days following the election of new officers.
- (b.) Any proposed changes by the newly elected Board shall be read at the next general meeting following review.

#### **Section 2. Amendments**

- (a.) At any other time, amendments to these Standing Rules shall be submitted in writing to the Executive Board for study and recommendation.
- (b.) The Executive Board shall act on the request within thirty (30) days and notify the membership at the next general meeting of proposed changes.
- (c.) Any amendments to these Standing Rules require a majority vote at a general meeting.