

BY-LAWS

_____ **POST NO.** _____

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 _____

Post No. _____ Veterans of Foreign Wars of the United States.

Sec. 2. The location of this Post shall be in the City of _____

County of _____, State of _____

***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 States, the By-Laws of the Department of _____, 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 _____. 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
_____, _____, _____.

Sec. 2. Time: The regular meetings of the Post shall be held on the _____ and _____ of each month, to be called to order at _____ p.m.

Sec. 3. 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. 4. Special meetings may be called in accordance with the provisions of the National By-Laws.

Sec. 5. Quorum: _____ 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.
- Sec. 2. The admission fee of this Post shall be \$_____, 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 provisions of 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:
 - (a) Membership
 - (b) Relief
 - (c) Poppy
 - (d) Publicity
 - (e) Youth Activities
 - (f) House
 - (g) Americanism
 - (h) Ways and Means
 - (i) Community Activities
 - (j) Safety
 - (k) Bingo
- 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 for minor emergency repairs and janitor supplies as may be necessary for the preservation and protection of the Post's quarters and its equipment, provided that the total amount so expended between any two regular meetings shall not exceed \$_____.

- (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 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 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.
- (i) The Post Quartermaster, by virtue of his office, shall be the treasurer of the House Committee.

**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 the 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 purposes of this Article, the Ladies Auxiliary to the Veterans of Foreign Wars, the Military Order of the Cootie and its Auxiliary, the Men's Auxiliary are governed by Articles XI, XII and XIII 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 voucher drawn by the Adjutant and 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 voucher authorizing the same, other expenditures may be made using acceptable banking practices. Unless otherwise provided for in these 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 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 and as due, for monthly rental, public utility service, postage, janitor service and for janitor's supplies and minor emergency repairs authorized 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.
- Sec. 3. 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 his services as such officer, except as hereafter may be provided.
- Sec. 2. For services rendered, the Post may, by majority vote, pay the annual dues of the Adjutant and Quartermaster for the periods or 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 principal sum sufficient to give the Post ample protection in the particular 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 within the thirty day period, then surety 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 a bonded officer of the Post who shall hold the funds in his custody pending proper pro rata 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 socials or meetings unless such solicitations or ticket sales shall have been approved by the Post.
- Sec. 6. The Ways and Means 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 his current address by promptly reporting any change of 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

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

ARTICLE XIII
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 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.

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 latter 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 _____, Veterans of Foreign Wars of the United States on this _____ day of _____, 20____, at a regular meeting of this Post in the City of _____ and County of _____, State of _____.

Veterans of Foreign Wars of the United States

By _____
Commander

OFFICIAL:

By _____
Adjutant

(Documents to be completed in triplicate with signatures of Post Commander and Adjutant affixed to each copy.)

Recent CERF Activity

2001	18 cases	\$9, 900 in grants
2002	19 cases	\$12, 000 in grants
2003	29 cases	\$19, 400 in grants
2004	102 cases	\$68, 000 in grants
2005	139 cases	\$93, 000 in grants
2006	92 cases	\$62, 000 in grants
2007	96 cases	\$62, 222 in grants
2008	140 cases	\$105, 000 in grants
2009	123 cases	\$58, 408 in grants



The CHAPLAIN EMERGENCY RELIEF FUND is a 501c3 Tax Exempt entity;
IRS ID Number 02-0445602.

It is also listed with the
 Combined Federal Campaign (CFC);
CFC ID Number 6006

For more information or
 to make a tax-deductible contribution
 to our Heroes In Uniform, write to:

Chaplain Emergency Relief Fund
 P.O. Box 3448
 Concord, NH 03302-3448

Your check may be made payable to:
 Chaplain Emergency Relief Fund or CERF



April 2010

CHAPLAIN EMERGENCY RELIEF FUND

New Hampshire National Guard



Most Significant Needs

Housing	44%
Utilities	21 %
Auto repairs	12 %
Medical expenses	5 %
Miscellaneous	8 %

*Bringing financial relief to
 New Hampshire's Military
 Families since 1990*

What is the Chaplain Emergency Relief Fund?

The fund (“CERF” for short) was created to provide quick, temporary financial help for military members and their families who are facing unexpected financial needs.

Managed by volunteer trustees, who are military chaplains from various branches, CERF was created in 1990 as a private, non-profit, tax-exempt entity registered with the IRS. Its express purpose is to assist military families with emergency financial needs such as rent and mortgage payments, heating fuel and other utilities, car repairs and insurance, medical bills, prescriptions, and the like. It is intended to be treated as an emergency safety net and not an additional source of income. Grants are normally given once per family per calendar year but may be given more than once if the sum of the requested amounts does not exceed the current yearly limit in effect. Grants are considered a gift and not a loan and are not required to be repaid.



Where does the money come from?

The fund is supported and sustained entirely by the generosity of members of the military community and the community at large. Donations come from a variety of sources such as civic groups, churches, individuals, military unit Family Readiness Groups, and fund raisers by a variety of organizations. Local corporations and businesses are also valued partners in supporting our military families through CERF.

Where does the money go?

Eligibility requirements are simple: any participating service member of the military, regardless of branch, who resides in or drills in New Hampshire, is eligible to receive these benefits.

With the exception of sundry expenses such as stationary, stamps, and fees, 100% of contributions flow directly to the needs of military families. There are no salary or overhead expenses.

How are the funds dispersed?

The funds are dispersed to the individual in the form of a check that is made out to the creditor(s) and mailed directly to the applicant requesting help.

How do Service Members Apply?

Following a few simple steps brings relief from financial stressors.

1. Get an application. CERF resources may be accessed from multiple starting points.

Application forms are available from :

☛ **Deployment Cycle Support Care Coordinator**

☛ **NH American Red Cross.**
Call or visit your local office.

☛ **Military Family Assistance Center.**

☛ **NHNG Chaplain’s Office.**

Phone numbers and closest locations are available through your unit.

2. Complete application form. Follow the simple instructions on the form..

3. Provide Copies.

Bill(s)

4. Submit packet. Mail application to the address on the application.

5. Wait for check to arrive. Allow at least a week to process the application.



Pledge Form

CHAPLAIN'S EMERGENCY RELIEF FUND

The fund ("CERF" for short) was created to provide quick, temporary financial help for military members and their families who are facing unexpected financial needs.

Donor Information (please print or type)

Name	
Billing address	
City	
State	
ZIP Code	
Telephone (home)	
Telephone (business)	
Fax	
E-Mail	

Pledge Information

I (we) pledge a total of \$ _____ to be paid:
___ now ___ monthly ___ quarterly ___ yearly.

I (we) plan to make this contribution in the form of:
___ cash ___ check ___ credit card ___ other.

Gift will be matched by _____ (company/family/foundation).
___ form enclosed ___ form will be forwarded

Acknowledgement Information

Please use the following name(s) in all acknowledgements:

--

___ I (we) wish to have our gift remain anonymous.

Signature(s)
Date

Please make checks, corporate matches, or other gifts payable to: CERF, NHNG c/o FUND TRUSTEES 279 Shaker Road Concord, NH 03301

UNITED WE STAND

Date: Thursday-Friday-Saturday, November 3-4-5 and
November 10-11-12

Time: 8:00 PM

Date: Sunday, November 6 and Saturday, November 12

Time: 2:00 PM

Tickets: \$20

Salute Our Armed Forces

The USO, conceived six decades ago by President Roosevelt, continues to be a link of compassion and reassurance that America cares, remembers and supports the service and sacrifice of those, who defend her. Honoring our soldiers and the mission of the USO, we pay tribute to all of our brave Veterans from the United States of America, who protected and served our nation, with a musical revue of popular songs, dances and skits that inspired our Armed Forces during World War I to the present.

The show includes memorable, timeless music and skits made famous by the Andrews Sisters, Bing Crosby, Sophie Tucker, Gypsy Rose Lee, Bob Hope, Gene Kelly and much, much more. Join us with family and friends to salute America's finest!

Veterans and all members of the Armed Forces, we invite you to proudly wear your uniform as the Rochester Opera House salutes you! Present your valid military ID and receive 20% off your ticket.