



VETERANS OF FOREIGN WARS OF THE UNITED STATES

[www.vfw.org](http://www.vfw.org) [info@vfw.org](mailto:info@vfw.org)

April 7, 2016

Robert Snider, Commander  
VFW Post No. 3396  
PO Box 3659  
Spark, NV 89432-3659

Re: Proposed Amended By-Laws

Dear Comrade Snider:

Receipt is acknowledged of the proposed revised By-Laws for Post No. 3396 submitted through channels for the review of the Commander-in-Chief in accordance with Section 202 of the Manual of Procedure.

These documents have been designated amended By-Laws to reflect their replacement of previously reviewed By-Laws.

A review of the proposed amended By-Laws discloses that they are in compliance with the Congressional Charter, By-Laws, Manual of Procedure, Ritual, and laws and usages of the Veterans of Foreign Wars of the United States.

A copy of the reviewed amended By-Laws has been retained for our files, another forwarded to your Department Headquarters, and two sets herewith returned.

Sincerely,

David E. Prohaska, Director  
Administrative Operations

DEP: cjlj  
Enc: Revised By-Laws (2)  
cc: Department Adjutant (1)

**NO ONE DOES MORE FOR VETERANS.**

BY-LAWS

SILVER STATE POST NO. 3396

VETERANS OF FOREIGN WARS OF THE UNITED STATES

*ARTICLE I*

*NAME AND LOCATION*

- Sec. 1 By virtue of charter granted, this Post of the Department of Nevada, Veterans of Foreign Wars of the United States, shall be known as Silver State Post No. 3396, District 3, Department of Nevada, Veterans of Foreign Wars of the United States, in accordance with direction of the Department and herein after referred to as "Silver State Post 3396."
- Sec. 2. Silver State Post No. 3396 is located in the City of Sparks, County of Washoe, State of Nevada.

*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 Nevada, 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 Nevada. 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 the American Legion Doby Reid Post 30, 730 West 4th Street Sparks, Nevada 89432.
- Sec. 2. Time: The regular meetings of the Post shall be held on the 2nd Tuesday of each month, to be called to order at 7:00 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: Five (5) 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 for all new members of this Post shall be 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 chair, unless otherwise provided, shall be appointed by the Commander as promptly as possible after election to office. The Commander retains the authority to remove any appointed committee chair or committee member at any time. The Post Quartermaster shall be the Treasurer of all committees handling funds. In addition, the Post Commander, by virtue of their office, shall be a member of all committees.
- Sec. 2. The Standing Committees of the Post shall be as follows:
- (a) Membership: Senior Vice Commander will be post membership chair. They will initiate all membership programs subject to the approval of the Post and Post Commander.
  - (b) Life/Legacy Membership: Shall be a life member and initiate life membership program subject to approval of Post Commander and Membership Chair. Will be member of post membership committee.
  - (c) Community Activities: Junior Vice Commander will be Post Community Service Chair. They will initiate community service programs subject to approval of the Post. They will stimulate interest with the intent to cause community service projects to be initiated and carried out by other Post Members. Assist and gather Member Community service hours and submit report to District and Department chairs.

- (d) Youth Activities: Initiate various youth programs and cause to be initiated by other members. Will pull follow-up programs in progress and participate in programs where possible.
- (e) Voice of Democracy, Patriot Pen and Teacher Award: Will initiate program in conjunction with local Elementary, Middle and High Schools. Turn in winning entries to District chair and have awards presented to Post winners of local contests.
- (f) Buddy Poppy: Will initiate and be in charge of carrying out Post Buddy Poppy Program, said program subject to Post approval.
- (g) Americanism: Will initiate programs on Americanism: and report same to Post and Department. Unless the Post has a surplus of workers this Chairmanship will be given to the Patriotic Instructor.
- (h) Service Officer: Shall be their duty to assist members of the Post, their widows and orphans and other worthy cases brought to their attention, in obtaining rightful benefits from the federal and state government, to assist them in the preparation of the proper forms in applying for such benefits and in assembling of evidence required in connection therewith. They will use the "VFW Guide and Post Service Officer" as a guide under the general supervision of the Department Service Officer

## *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. The Veterans of Foreign Wars Auxiliary, the Military Order of the Cootie and its Auxiliary, and 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, the reference number of each transaction to correspond with the voucher authorizing the same. 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, 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 their 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 FUNDRAISING PROMOTIONS/SOLICITATIONS*

Sec. 1 This Post shall solicit funds or donations only by prior vote of the members agreeing to the proposition.

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. Fundraising 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 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 their 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 procedures 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 Judge 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 Nevada, Veterans of Foreign Wars of the United States on this 11<sup>th</sup> day of February, 2016, at a regular meeting of this Post in the City of Sparks and County of Washoe, State of Nevada.

Silver State Post No. 3396

Veterans of Foreign Wars of the United States

Robert Snider

Commander

OFFICIAL:

By [Signature]  
Adjutant



REVIEWED **APR 07 2016**  
FOR THE COMMANDER-IN-CHIEF

[Signature]  
KEVIN C. JONES  
ASSISTANT ADJUTANT GENERAL  
BY DAVID E. PROHASKA, DIRECTOR  
ADMINISTRATIVE OPERATIONS

Veterans of Foreign Wars

APR 01 2016