

ARTICLE II - POSTS

Sec. 201 - Formation, Institution and Chartering.

Formation.

1. Obtain New Post Charter Kit from Department Headquarters.
2. Complete Charter Application.
3. Submit completed charter applications, membership applications and membership transmittal to Department Headquarters.
4. Approval by Department Commander

Institution. The Department Commander having jurisdiction shall designate an instituting officer. The instituting officer shall be a member in good standing and shall hold or have held

an office equal to or of higher rank than Post Commander. The instituting officer shall be responsible for the proper institution of the Post. No Post shall be instituted with less than ten (10) members of the new Post present.

The instituting officer shall review all documentation submitted by members being mustered to verify eligibility. After such institution, election and installation of officers, the instituting officer shall submit the report of institution to Department Headquarters.

Chartering. After ninety (90) days, the Post Commander shall verify the information necessary for the issuance of the charter. When a charter has been issued and signed by the Commander-in-Chief, it can only be changed as provided for in the Bylaws and/or Manual of Procedure.

Sec. 202 - Bylaws.

Copies of Bylaws, including amendments, adopted by a Post shall, within thirty (30) days, be forwarded to the Department Commander for review and forwarding to the Commander-in-Chief. Bylaws or amendments adopted by a Post shall become effective upon review by the Commander-in-Chief, provided such Bylaws do not conflict with the Bylaws, Manual of Procedure, Ritual or laws and usages of the Veterans of Foreign Wars of the United States.

Sec. 203 - Regular, Special and Committee Meetings; Quorum; Authorized Attendees.

Special Meetings. Special meetings must be called for a date not more than fourteen (14) days after: (a) The Post Commander receives the signed, written request; or (b) The majority vote of the members present and voting at a regular meeting; or (c) The date upon which the Post Commander determines that a special meeting maybe necessary.

The Post Adjutant shall give notice, in writing, of the time and place of any special meeting and of the business to be transacted, such notice to be given in such manner as to reasonably reach members at least forty-eight (48) hours in advance of the time set for the meeting.

The Post Commander shall call a special meeting upon the signed written request of seven (7) members or upon the vote of a majority of the members present and voting at a regular meeting. The Post Commander may call a special meeting of the Post whenever in the opinion of the Commander it may be necessary for the welfare of the Post.

No business shall be transacted at any special meeting except that for which the meeting is called.

Sec. 204

Sec. 205 - Change of Location, Meeting Place, Day or Time.

A Post may, after at least thirty (30) days written notice to the Department Commander and members of the Post, change its chartered location upon a two-thirds (2/3) vote of the members present and voting at a regular or special meeting. Upon recommendation of the Department Commander, an amended Charter will be issued by the Commander-in-Chief. No change may be effected until an amended Charter is issued.

At such time as the Post changes its location from one community to another, any portion of the Post name that relates to the geographical area or community from which it has relocated shall be deleted from its name.

A Post may, after at least fourteen (14) days written notice to the Department Commander and members of the Post, change its meeting place, appointed day or time upon a majority vote of the members present and voting at a regular or special meeting.

Sec. 206 - Post Admission Fees and Dues. (See Section 206 of the Bylaws)

Sec. 207

Sec. 208 - Change of Name.

A Post may, after at least thirty (30) days written notice to the Department Commander and members of the Post, change its name upon a two-thirds (2/3) vote of the members present and voting at a regular or special meeting. Upon recommendation of the Department Commander, an amended Charter will be issued by the Commander-in-Chief. No change may be effected until an amended Charter is issued.

A Post shall not change its name to the name of a living person, other than a living Medal of Honor recipient, only after written consent from the recipient has been received, nor adopt a name already adopted by another Post in good standing in the Department.

Sec. 209 - Consolidation of Posts.

Two or more Posts may consolidate upon a vote of their respective members conducted in accordance with the procedures herein set forth as follows:

1. A motion to consider consolidation shall be made and approved at a regular or special meeting of the Posts.
2. A committee shall be appointed by the Post Commander to investigate consolidation.
3. All Posts involved in the consolidation shall exchange a report of all assets and liabilities.
4. A Post may then, after at least twenty (20) days written notice to the Department Commander, District Commander and members of the respective Posts, consolidate upon a two-thirds (2/3) vote of the members present and voting at each regular or special meeting of the respective Posts.
5. The Department Commander shall be notified, in writing, immediately after the meeting of the outcome of the action taken.
6. A Department representative shall conduct a joint meeting of all Posts within thirty (30) days for the purpose of determining the name, number (must be one of the consolidating Post numbers), location of the consolidated Post and the election and installation of officers. A written notice must be sent to the members of all Posts involved at least fourteen (14) days in advance. All actions, with the exception of the election of officers, must be approved by a two-thirds (2/3) vote of the members present and voting.
7. Such facts shall be certified by the Department representative, submitted to the Department Commander for forwarding to the Commander-in-Chief who shall issue a Certificate of Charter reciting the facts of such consolidation. The Certificate of Charter shall rank from the date of the senior Post's charter. The property of each of the Posts shall be conveyed to and become the property of the consolidated Post. All past officers in each Post shall be entitled to rank as of date of service in their respective Posts.

Notwithstanding the provisions above, the Department Commander may recommend consolidation to the Commander-in-Chief as circumstances dictate.

Sec. 210 - Surrender of Charter.

A Post may surrender its charter in accordance with the following procedures:

1. A motion to consider surrendering a Post charter shall be made and approved at a regular or special meeting of the Post. If approved, the Post Commander shall immediately provide to the Department Commander a list describing all assets and liabilities of the Post.
2. A Post may then, after at least twenty (20) days written notice to the Department Commander, District Commander and members of the Post, vote to surrender the charter upon a two-thirds (2/3) vote of the members present and voting at a regular or special meeting.
3. The Department Commander shall be notified immediately after the meeting, in writing, of the outcome of the vote to surrender the charter of a Post. If approved, the Department Commander shall within thirty (30) days, request that the Commander-in-Chief cancel the charter. Pending such cancellation, the Post shall not dispose of any assets.

Sec. 211 - Suspension and Revocation of Charter.

1. Actions by the Commander-in-Chief—Suspension.

The Commander-in-Chief may issue a Special Order directing the Department Commander to suspend a Post Charter.

2. Actions by the Commander-in-Chief—Revocation.

The Commander-in-Chief may revoke a Post Charter in accordance with the procedures herein set forth.

- a. The Post Commander shall be notified in writing of the proposed action by certified mail, return receipt requested, to the address of record.
- b. Unless the Post, in the presence of the Department assigned administrative committee, upon a motion duly passed at any regular or special meeting called for such purpose, notifies the Commander-in-Chief in writing by certified mail, return receipt requested, within thirty (30) days of receipt of the revocation notice that the Post desires a hearing, the revocation of the Charter shall be effected.
- c. In the event that the Post requests a hearing, said hearing shall be held within thirty (30) days of the receipt of the notice. A hearing will be scheduled at a time and place and in a manner prescribed by the Commander-in-Chief.
- d. The Commander-in-Chief shall decide the matter within thirty (30) days.
- e. If the Post is not already under suspension at the time that the notice of proposed revocation is given, the Post shall thereafter be under suspension.
- f. The Commander-in-Chief may at their discretion, and after hearing the matter if so requested, revoke the charter of the Post by issuing a Special Order to that effect.

Notwithstanding the provisions above, the Commander-in-Chief shall declare a Post defunct in accordance with Section 212 of the National Bylaws.

3. Actions by the Department Commander—Suspension.

The Department Commander may suspend a Post Charter in accordance with the procedures herein set forth.

- a. The Department Commander shall issue a Special Order suspending a Post Charter which outlines the deficiencies and appoints an administrative committee consisting of three (3) to five (5) members. Pursuant to a written grant of powers and limitations, such committee shall supervise the business and affairs of the Post during the period of suspension.

- The acts and actions of the committee shall be subject to the approval or disapproval of the Department Commander.
- b. The Post Commander shall be notified in writing of the action by certified mail, return receipt requested, to the address of record or by personal delivery by a designated representative.
 - c. The Department Commander shall notify the Commander-in-Chief in writing within two (2) days.
 - d. The Department Commander shall give notice, in writing, of the time and place of the next scheduled meeting, in such manner as to reasonably reach the Post members at least forty-eight (48) hours in advance of the time set for the meeting. Such notice shall include a copy of the special order.
 - e. Following an initial suspension period as provided in this subsection, the Department Commander may lift or extend the suspension for an additional period of time not to exceed ninety (90) days; and shall notify the Commander-in-Chief in writing within two (2) days.
- 4. Actions by the Administrative Committee.**
- a. The administrative committee shall approve the expenditure or obligations of all funds and transfers of all property while the order of suspension is in effect. If provided in the Special Order, all funds, securities and other property of the Post may be placed under the custody and supervision of the Administrative Committee.
 - b. All acts and actions shall be documented and summarized in a report to the Department Commander with a final recommendation.
- 5. Actions by the Department Commander—Revocation.**
- The Department Commander may at any time during the suspension period, recommend revocation of the Post Charter to the Commander-in-Chief.

Sec. 212 - Defunct Posts. (See Section 212 of the Bylaws)

Sec. 213 - Arrearages, Deficiencies and Omissions.

If a Post has any outstanding financial obligations due National Headquarters that remain unpaid on September 1, the amount due will be deducted from future dues payments until balance due is paid in full.

Sec. 214 - Solicitation of Funds.

Posts may solicit funds or contributions or otherwise engage in fundraising activities or projects only after a prior vote of the Post agreeing to such solicitations, activities or projects. Posts shall assure that such solicitations, activities or projects 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. The name, seals, badges and emblems of the Veterans of Foreign Wars of the United States shall not be used in connection with any solicitations, activities or projects not in compliance with applicable law and Article VIII of the National Bylaws.

A Post shall not solicit funds or donations or otherwise engage in fundraising activities or projects outside the immediate geographical area or community of the Post. A Post may solicit funds or donations utilizing web-based communities provided that the activity is not repetitive or ongoing and otherwise in keeping with applicable state and local charitable solicitation law.

Fundraising organizations or individuals conducting solicitations, activities or projects for a profit shall not be engaged or used by any Post for such purpose unless such engagement is made by written agreement between the Post and the organization or individual's providing those services. The form of any such written agreement must be submitted to the Department Commander for review and approval at least thirty (30) days prior to any Post entering into any such agreement.

In the event a Post shall employ or enter into an agreement with a fundraising organization or individual to solicit contributions or engage in a fundraising project, a surety bond or cash advance in the full amount of expected collections from the solicitation or project shall be furnished by the fundraising organization or individual, said bond or cash advance guaranteeing payment of the funds solicited or raised to a bonded officer of the Post within thirty (30) days of the close of the solicitation or project, provided, however, that the bond shall be discharged or cash advance returned if such fundraising organization or individual shall make payment within thirty (30) days. If a bond or cash advance cannot be furnished, then all collections shall be made by members of the Post sponsoring the solicitation or fundraising project and funds shall be paid to a bonded officer of the Post who shall hold the funds pending proper distribution.

Sec. 215 - Eligibility to Office. (See Section 215 of the Bylaws)

Sec. 216 - Elected and Appointed Officers; Chairmen and Committees.

Post officers, elected and appointed, shall submit proof of eligibility to the Post Adjutant. Post officers shall not be installed or assume the duties of their office until proof of eligibility has been submitted and properly reviewed. Such proof of eligibility shall be open to and reviewed by the Commander, Adjutant and Quartermaster prior to installation to office. In the event an elected or appointed officer fails to submit proof of eligibility within thirty (30) days of election or appointment, any right of the officer to hold the office shall be forfeited, the office declared vacant and the eligibility qualifications of such officer shall be questioned in accordance with the provisions of Section 108 of the National Bylaws.

Sec. 217 - Nomination, Election, Installation and Term of Office.

Order of nominations and elections. The order of nominations and elections shall be Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, and Trustee(s).

Nomination. Prior to the opening of nominations, the Post shall decide which form of election shall be used, unless the Post Bylaws specify the manner of election.

Any nominee shall have the opportunity to decline nomination for the office to which they have been nominated before nominations are closed. A member making the nomination of an absentee for any office shall have presented to the Adjutant, in writing, the consent of the member being nominated prior to the opening of nominations. Nominations of Post Officers shall open in March and remain open until the Post is ready to vote, provided, however, that when a poll system is used, as hereinafter described, nominations must be closed at the meeting prior to the election to allow the Adjutant to prepare a printed ballot.

Election. Post officers shall be elected in April. Balloting for Post officers may be conducted by open vote or written secret ballot (handwritten or printed) at a regular Post meeting, or, if required by Post Bylaws or authorized by Post vote prior to the opening of nominations, by a poll system. Absentee ballots and proxy votes are prohibited.

A majority vote of all votes cast, except where otherwise designated, shall be necessary to elect. If there be no election on the first ballot, the name of the comrade receiving the lowest number of votes shall be dropped and so on in successive ballots until an election is made.

Poll System. The Post shall determine where and during what hours the polls shall be open for members in good standing to cast their vote; and shall determine the procedure for tallying the votes; and the procedure to be followed in the event of a tie. Due notice of any election to be conducted pursuant to poll system including the time and place for voting, shall be provided to members in good standing within reasonable time prior to the date of the election. That notice shall contain the names of the candidates. The candidate receiving the greater number of votes cast shall be the winner.

Challenging Election Results. If irregularities are claimed with respect to the election to any office, such challenge must be made prior to the close of the meeting.

Installation of Officers. The Post Commander-elect will select the installing officer who holds or has held a rank at least as high as that of Post Commander. Post officers shall be installed in their respective offices prior to the convening of the Department Convention, but shall not assume their duties until the Department Commander is installed. The installation may be conducted publicly at an open meeting.

An officer-elect who may be absent for good and sufficient reason or cause may be installed at any regular or special meeting prior to the Department convention. If not then installed, the office will automatically become vacant.

Term of Office. Officers shall be elected for a term of one (1) year except that three (3) Trustees shall initially be elected for terms of one (1), two (2) and three (3) years and thereafter one (1) Trustee shall be elected each year for a term of three (3) years.

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 Bylaws 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 Bylaws and the Congressional Charter, National Bylaws, 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 Bylaws.
- e. Upon entering into office, appoint all other officers, committee chairmen and committees not otherwise provided for. The Commander may remove such appointed officers, committee chairmen and committees at their pleasure.
- f. Approve all disbursements of funds properly authorized by the Post by use of voucher or payment order.
- g. Assure that the office of Quartermaster is bonded according to Section 703 of the Bylaws.
- 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 Bylaws, the Manual of Procedure and Ritual and Department, District, County Council (if applicable) or Post Bylaws 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.
 - m. Be an ex-officio member of all committees.
- (2) **Senior Vice Commander.** The Post Senior Vice Commander shall assist the Commander in preserving order, preside in the absence of the Commander, provide such advice or assistance as may be required and perform such other duties as are incident to such office or may from time to time be required by the laws and usages of the organization or lawful orders from proper authority.
- (3) **Junior Vice Commander.** The Post Junior Vice Commander shall assist the Commander in preserving order, preside in the absence of the Commander and Senior Vice Commander, provide such advice or assistance as may be required and perform such other duties as are incident to such office or may from time to time be required of the Junior Vice Commander by the laws and usages of the organization or lawful orders from proper authority.
- (4) **Commander Pro Tempore.** In the event that neither the Commander, Senior Vice Commander or Junior Vice Commander is present, the Post shall elect a Commander Pro Tempore to preside at the meeting of the Post.
- (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 Bylaws, 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 Bylaws and orders 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. 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 Bylaws, Manual of Procedure and Ritual of the Veterans of Foreign Wars of the United States and copies of the Bylaws 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 Bylaws and orders from lawful authority and perform such other duties as are incident to such office.
- (7) **Chaplain.** The Post Chaplain shall perform such duties as are incident to the office or as may from time to time be required by the laws and usages of this organization or lawful orders from proper authority.

- (8) **Judge Advocate.** The Post Judge Advocate shall perform such duties as may be incident to the office or as may from time to time be required of the Judge Advocate by the laws and usages of this organization or lawful orders from proper authority.
- (9) **Surgeon.** The Post Surgeon shall perform such duties as are incident to the office or as may from time to time be required of the Surgeon by the laws and usages of this organization or lawful orders from proper authority.
- (10) **Officer of the Day.** The Officer of the Day shall perform such duties as may be incident to the office or may from time to time be required of the Officer of the Day by the laws and usages of the organization or lawful orders from proper authority.
- (11) **Trustees.** Trustees shall not be eligible to serve as an elected officer, Adjutant or on a committee whose books, records and accounts are audited by the Trustees. Among the duties of Post Trustees, they shall:
 - a. At least monthly, review the Monthly Report of Receipts and Expenditures of the Post Quartermaster.
 - b. Within thirty (30) days from the end of each quarter, properly audit the books and records of the Post Quartermaster, Post Adjutant, and any activity, club room, holding company or unit sponsored, conducted or operated by, for or on behalf of the Post and submit a Post Trustee's Report of Audit to the Department Quartermaster for referral to the Department Inspector.
 - c. The Report shall be in accordance with and upon such form as may be prescribed by the Adjutant General. The audit shall be signed by the Post Commander and Trustees, who shall, by their signatures, certify to the accuracy of the information contained therein.
 - d. Perform such other duties as may be incident to the office or may from time to time be required by the laws and usages of the organization or lawful orders from proper authority.
- (12) **Benefits Advisor.** The Post *Benefits Advisor* shall advise members of the Post, their family members and survivors of benefits and services that are available in the local community such as homeless services, employment opportunities, and companies that offer discounted goods or services to veterans. The Post *Benefits Advisor* shall direct individuals seeking Federal benefits assistance to the Department Service Officer. The work of a Post *Benefits Advisor* shall be performed in accordance with the instructions contained in the VFW Guide for Post *Benefits Advisor* under the general supervision of the Post Commander. The Post *Benefits Advisor* shall perform such other duties as may be incident to the office and as may from time to time be required by the laws and usages of this organization or lawful orders from proper authority.

Sec. 219 - Relief Fund.

The Quartermaster of the Post will be the custodian of the relief fund and will expend monies there from, as directed by the Post, for the following purposes only:

- a. Aid, assistance, relief, and comfort of needy or disabled veterans or members of the Armed Forces and their dependents, and the surviving spouses and orphans of deceased veterans.
- b. Maintenance and expansion of the VFW National Home and other facilities devoted exclusively to the benefit and welfare of the dependents, surviving spouses, and orphans of disabled, needy or deceased veterans or members of the Armed Forces.
- c. Necessary expenses in providing entertainment, care, and assistance to hospitalized veterans or members of the Armed Forces.
- d. Veterans rehabilitation, welfare, and service work.

- e. To perpetuate the memory of deceased veterans and members of the Armed Forces, and to comfort their survivors.
- f. To foster true patriotism through historical and educational programs.
- g. Remission of dues of sick, needy or disabled members.
- h. Necessary expenses to support the relief fund such as the purchase of Buddy Poppies.

Relief funds may be invested in approved securities but shall not be loaned to the Post or other units or transferred from the relief fund in any manner or under any guise.

Sec. 220 - Vacancies and Removal of Elected Officers or Committee Members.

Vacancies. In the event of a vacancy in the office of Commander or Commander-elect, the Senior Vice Commander or Senior Vice Commander-elect may, without undue delay, succeed to the title and duties of such office and the Junior Vice Commander or Junior Vice Commander-elect may, without undue delay, succeed to the title and duties of the Senior Vice Commander. Likewise, in the event of a vacancy in the office of Senior Vice Commander or Senior Vice Commander-elect, the Junior Vice Commander or Junior Vice Commander-elect may, without undue delay, succeed to the title and duties of said office. If the Senior Vice Commander does not move to the position of Commander then the Junior Vice Commander or Junior Vice Commander-elect may, without undue delay, succeed to the title of Commander.

If neither the Senior nor Junior Vice Commander succeed as described herein then the Senior Vice Commander shall assume the duties of the Commander until the election of the new Commander at the next regular or special meeting called for such purpose.

Should a vacancy occur in the office of Post Quartermaster, the Post Commander may appoint a Pro Tempore Quartermaster to carry out the duties incident to that office. The appointment shall in no instance exceed more than sixty (60) days and shall be null and void upon the election of a Post Quartermaster.

Should the vacancy occur in any other elected Post office or committee, the Post shall at the next regular or special meeting, nominate and elect a member to that position.

Removal – Post. A Post may, upon motion duly passed at any meeting, propose the removal of an officer or committee member at the next regular or special meeting. The member holding such office or committee membership shall be notified at least seven (7) days prior to the meeting by certified or registered mail addressed to the member's last known address stating the reasons for the proposed action. A copy of the notice shall be provided to the Department Commander at least seven (7) days prior to the meeting.

The Post, at the next regular or special meeting, may by two-thirds (2/3) vote of the members present and voting declare vacant the position of any elected officer or elected chairman or committee member who may have:

1. Absented themselves from two (2) consecutive meetings or who has
2. Failed to fulfill the duties of office specified in Section 218 of the Bylaws and Manual of Procedure.

Removal – Department. The Department Commander may, with respect to any Post within their Department, remove any Post officer for cause who fails to fulfill their duties of office as required by Section 218.

Notification of Removal. All removals require written notification. The notification shall be in the form of a Special Order and detail specifically in what manner the elected officer or elected committee member failed to perform their duties. The notification must advise the member of their right to appeal this action under Section 109 of the National Bylaws and Manual of Procedure. The Special Order shall be delivered personally or by certified or registered mail to the removed officer or committee member's last known address.

Sec. 221 - Voting.

In the conducting of Post elections or other routine business, each Post member in good standing present at the meeting shall be entitled to one vote. In the case of an election by poll system each member in good standing shall be entitled to cast one ballot during the hours of balloting determined by vote of the Post as outlined in Section 217 of the Manual of Procedure.

Sec. 222 - Delegates, District Convention & Meetings, Department and National Conventions.

Delegates and alternates for the District Convention and Meetings, Department and National Conventions shall be elected at a regular meeting in April. Delegate strength will be based on members in good standing as of March 31st.

Delegates and alternates of each Post shall serve as delegates throughout the year provided they remain members in good standing in the respective Post within the District.

Delegates shall not be recognized at the National Convention unless they personally register their completed delegate card with the National Credentials Committee.

Posts instituted after delegate strength has been determined, but prior to convening date of the respective convention or District meeting, shall on the day of institution, elect one delegate and one alternate for each thirty names or fraction thereof according to the number of names listed on the charter application.

Only in the event a Post is left without at least one elected delegate or alternate during the year, the Post shall elect replacement delegates, according to delegate strength, at the next Regular or Special Meeting.

Sec. 223 - Commemorative Dates.

Each Post shall make arrangements for observances of Memorial Day, see that suitable grave markers, wreaths and flags of the United States are placed on the graves of deceased members and, if practicable, conduct Memorial Day Services in the cemeteries in its locality.

Each Post shall see that suitable arrangements are made for the observance of Veterans Day, Flag Day and Loyalty Day.

In addition, the Post should arrange special ceremonies, and all Commanders should alert comrades to their obligations for appropriate commemoration of other dates specified in the Ritual.

(End of Article II)

ARTICLE III—COUNTY COUNCILS

Sec. 301 - Formation, Chartering. (See Section 301 of the Bylaws)

(End of Article III)