

STANDARD OPERATING PROCEDURES



SARPY POST 9675
STANDARD OPERATING PROCEDURES (SOPS)
VETERANS OF FOREIGN WARS (VFW) OF THE UNITED STATES

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MISSION STATEMENT

The mission and objectives of VFW Post 9675 is fraternal, patriotic, historical, and educational, in order to preserve and strengthen comradeship among its members. We assist worthy comrades, perpetuate the memory and history of our fallen comrades; assist their widows and orphans; maintain true allegiance to our form of government of the United States of America; and the fidelity of its Constitution and Laws. We provide assistance to our veterans in hospitals and nursing homes. We educate our youth about patriotism and Americanism in order to maintain the institutions of our American Freedoms. We will defend and preserve the United States from all her foreign and domestic enemies.

**SOP I
NAME AND LOCATION**

Section 1. By virtue of the Charter granted, this Post will be known as the Sarpy Post No. 9675, Veterans of Foreign Wars of the United States.

Section 2. The location of the Post will be in the city of Papillion, County of Sarpy, State of Nebraska.

**SOP II
SUBORDINATION**

Section 1. The Supreme Power of this association is vested in the National Organization of the VFW, and this Post will be governed (at all times) by the Constitution and By-Laws of the Veterans of Foreign Wars of the United States to include the By-Laws of the Department of Nebraska, and any orders issued by authority of the Commander-in-Chief, the National Conventions, National Council of Administrations, the Department of Council Administrations, and the Commander of the Department of Nebraska VFW.

**SOP III
LOCATION**

Section 1. The regular meeting place of this Post shall be at the CRESTVIEW LODGE in Papillion, Nebraska. Location may be changed due to weather or as voted upon by the membership at the previously held meeting.

Section 2. Date/Time: The stated meetings of the Post will be held on the (1st) First Wednesday of each month and should be called to order at 6 p.m. A change in the regular meeting place, date, and time of the Post may be made by a majority vote of the members present at any meeting.



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Section 3. Special meeting may be called by the Commander as needed.

Section 4. Five (5) active members in good standing shall constitute a quorum for transaction of business, which includes the minimum of two (2) officers and three (3) general members.

**SOP IV
MEMBERSHIP**

Section 1. Eligibility of membership for this VFW Post shall be in accordance with the National VFW Guidance of the Constitution and By-Laws. See website:

<https://vfw12163.org/uploads/Documents/20180725-ByLawsandManualofProcedure.pdf>. All new members or transfer members must go through a Post Membership Committee for review and recommend approval to the membership. The membership will provide final approval to all new members or transfer members for acceptance into our Post.

Section 2. The dues of this Post shall be \$38.00 per year for annual membership. Lifetime memberships will be in accordance with the Department and National Constitution and By-Laws.

- (a) The dues of this Post shall increase upon notification from the Department and/or National Headquarters after a vote by the general membership
- (b) VFW property is for use by Active-Participating-Member(s), their family, and guest only. Only members are authorized use of keys to the property. Loaning of keys to a non-member is not allowed. Exception: unless the Post is being used for an official function, the gate will be locked during the hours of darkness, or any time when a member is not present for an extended period of time.
- (c) Discharge of firearms on VFW Post 9675 property is prohibited. Archery hunting or practice is only allowed by members and their immediate family. One must be a Member-in-good-standing and an active member and volunteer for at least one-year before earning the right to hunt. BB guns, pellet rifles, bows, and crossbows are authorized on our property/grounds only under adult supervision. All local, state, and federal laws will be followed.
 - 1. Member-in-good-standing: To be a member in good standing one must keep their membership up annually. If paying annual dues it must be paid on time each year. A member must attend at least three (3) meetings a year (one every quarter). In addition, a member must volunteer by participating their time in supporting the VFW programs such as Poppy Sales, working at yearly Stand-Down, helping keep general



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maintenance of the post property (i.e. weed eating, cutting grass, cleaning post inside and/or outside, etc.).

2. Active-Participating-Member: To be an active participating member one must keep their membership up annually. If paying annual dues it must be paid on time each year. A member must attend one meeting every quarter.

(d) Off-road ATV's such as a Three (3) and/or Four (4) wheelers or rubber tired utility vehicles are only authorized to be used in the lower portion of the Post property, or on prepared roads on the upper property. Golf carts and wheel chairs are authorized on both the upper and lower Post property. Only handicapped wheeled vehicles may be used on the property/grounds while hunting is in progress.

(e) Parking of personal vehicles: Vehicles will not be parked or driven on the upper grass area of the post property. Parking should be on the side of the road areas or as designated by the Post.

**SOP V
OFFICER AND DUTIES**

Section 1. Post members and officers are eligible to be nominated, elected, or appointed to a Post's position. Newly elected or appointed officers will be installed in accordance with the Department and National Constitution and By-Laws

Section 2. The duties of all officers are prescribed by the National and Department Constitution and By-Laws, any Lawful orders, and as may be directed in the Post SOPs that this article may provide.

Section 3. The office of Club Manager shall automatically become a part of the Commander and/or the Quartermaster's duties upon election to office. The Post Quartermaster will be a Bonded Officer. Jointly, the Commander and Quartermaster shall oversee the Post Quarters.

- (a)** Should the need arise in the future, the office of Club Manager shall be filled by a person that has been selected by a committee consisting of the current Commander, Sr. Vice-Commander, Jr. Vice-Commander, Quartermaster, Adjutant, and Service Officer. The name of the newly selected person shall then be submitted to the general Membership for a vote of approval and/or disapproval.
- (b)** Should paragraph (a) above be put into action/effect the duties of the Club Manager shall be set up by the selection committee.



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- (c) The Commander and Quartermaster shall, along with the general membership, shall be responsible for the cleanliness and upkeep of the Post quarters and the equipment therein; Examples: to include assigned work crews, etc., and members who visit the Post at times other than a regular meeting(s). All members that bring guests to the Post grounds shall inform said guests of Post rules.

- (d) The Quartermaster shall be in charge of sub-rental of the Post's quarters and shall exercise such supervision over sub-renters as to ensure the Post's name and properties are not violated.
 - 1. Cabins rented by members are for their use exclusively and their privacy is to be respected.

 - 2. There will be no dumping or open burning on Post grounds. Large Camp Fires are allowed only in the upper or lower fire pits. Barbeque grills and outside fireplaces that are completely enclosed or have a screen cover are allowed. Tenants may have a "Burn Barrel", but it must have a screen cover. County burning regulations will be followed. Tenants may have a fire pit. It must be above ground and have an enclosed screen and must be approved by the Post Commander and/or Quartermaster plus one (1) additional officer.

 - 3. VFW Post 9675 assumes no responsibility what-so-ever for accidents while the Post Quarters are being rented by individuals and/or groups. Renters will be held responsible for any damage to the Post or Post grounds during these functions and are responsible for any needed repairs.

 - 4. Any use of the VFW property for family picnics or family outings with more than 25 people will be scheduled through the Quartermaster and/or Commander so as not to conflict with other club rentals or activities.

- (e) The Commander and Quartermaster may authorize such expenditures for minor repairs and janitor supplies as may be necessary for the preservation and protection of the Post's quarters and its equipment. These expenditures shall not exceed \$100.00. The Post Membership shall vote on expenditures above this amount.

- (f) All expenditures of the Quartermaster will be made only by the regular check or voucher.

- (g) The Quartermaster shall keep a record of all expenditures and receipts in accordance with Department and National Constitution and By-Laws. The Quartermaster shall give a report at every meeting to the Post reporting all monies received and all expenditures made since the last meeting.



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**SOP VI
COMMITTEES AND DUTIES**

Section 1. Upon installation of the Commander and all committees, the chairpersons of each committee will be appointed and shall serve at the Commanders will and pleasure.

Section 2. The standing committees of this Post shall be as follows: *Junior Activities (i.e. Boy/Cub Scouts, JROTC, etc.), Membership, Memorial, Poppy, Publicity, Refreshments, Relief, and Ways and Means*. Each committee's duties will be in accordance with the Department and National Constitution and By-Laws.

**SOP VII
SUSIDIARY UNITS**

Section 1. Subsidiary units of this Post (i.e. auxiliary) may elect their own officers from their respective membership. The Quartermaster of Post 9675 shall work with the Treasurer handling the unit's funds.

Section 2. The voting membership of a subsidiary unit shall be confined to members in good standing in the Post or subsidiary units.

Section 3. All equipment issued to or acquired by any subsidiary unit will remain the property of the Post.

Section 4. All monies received by any subsidiary unit shall be deposited with the Post Quartermaster. The unit's Treasurer and the Post Quartermaster will draw any expenditure(s).

Section 5. NO rules or regulations adopted by any subsidiary unit will be in conflict with the SOPs of this Post, Department, and/or National Constitution By-Laws of the VFW of the United States,

**SOP VIII
EXENDITURES OF FUNDS**

Section 1. Expenditures of funds shall be made only on proper voucher or check drawn by the Quartermaster and approved by the Commander. All checks and expenditures of Post funds shall be numbered in sequence.

Section 2. The adoption of this Article shall constitute authorization by the Post Quartermaster for the payment of bills when due for monthly rental, public utility service, postage, janitor service and supplies. Both the Quartermaster and the Commander must approve payment for any minor repairs. The Quartermaster and/or Commander will provide to the general membership at the next meeting for review all expenditures for minor repairs.



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Section 3. No other payment or expenditures will be made except on the specific authorization of the Post for each individual case.

**SOP IX
COMPENSATION**

Section 1. No compensation shall be paid to any officer or member of this Post for their service, except as described hereafter.

**SOP X
FUND RAISING PROVISIONS**

Section 1. This Post shall solicit funds or donations only with prior vote and approval of the general membership agreeing to the proposition. It shall not solicit funds outside its jurisdiction without the prior approval in the manner provided in the VFW Congressional Charter Bylaws Manual of Procedure Ritual (to include Roberts Rules of Order newly revised).

Section 2. This Post will not enter into any agreement with a promoter for the purposes of raising funds unless the said promoter shall have first furnished a good and sufficient surety and bond in a principal sum sufficient to the Post providing ample protection in a particular situation and/or circumstances. The said bond shall be subject to the Post Judge Advocate and bear the endorsement of the Post Commander. This bond and all monies will be kept in the possession of the Post Quartermaster. The Post may sue for all monies because of any solicitation not made within thirty-days (30) of the closing of the campaign. If the promoter has made satisfactory settlement with the thirty (30) day period, then the surety will be discharged. If not, the bond will remain in full force and effect.

Section 3. If the bond cannot be furnished, then all collections shall be made by the members of the Post sponsoring the campaign or entertainment. These funds shall be paid and held by the Quartermaster of the Post. The Quartermaster shall hold the funds in his/her custody pending pro-rate and final distribution.

**SOP XI
SOLICITATION, ETC.**

Section 1. Unless previously authorized by a majority vote of the Post general membership, no solicitations, raffles, or ticket sales shall be permitted on or in Post property.

Section 2. VFW property is never to be used for any fund raising project for members nor is it to be rented for any private fund raising projects. Any funds generated by the use on the grounds are for the Post and will be held by the Post Quartermaster.

Section 3. No gambling or games of chance are permitted on Post property or in the Crestview Lodge.



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**SOP XII
MISCELLANEOUS**

Section 1. Every member of the Post shall keep the Post Commander, Post Adjutant, and Post Quartermaster advised to his/her current address by promptly reporting any address, phone, or email changes.

Section 2. One copy of these SOPs shall be available or emailed to every member of the Post.

Section 3. In all Post procedures not provided for by the Department and National Constitution and By-Laws or by these SOPs, VFW Congressional Charter Bylaws Manual of Procedure Ritual (to include Roberts Rules of Order newly revised) shall be the presiding authority. It is the duty of the Post Judge Advocate (in an advisory role) to interpret and apply the proper rule or rules when call upon for advice and/or a ruling.

Section 4. Firewood may be cut on the property from existing fallen timber or dead trees. Under no circumstance(s) will a living tree be cut down for recreational purposes unless for conservation and betterment of the Post Property. This wood will be for the members own personal use and will not be sold. The purpose of this rule is to keep the property clear of dead or fallen trees and to ensure the property stays clear of all piles of brush. Pleas clean-up after yourself.

**SOP XIII
ADMENDMENTS**

Section 1. These SOPs shall become effective after adoption by the Post general membership.

Section 2. These SOPs may be reviewed every two (2) years (as needed). In order to make changes to these SOPs, a SOP committee must be formed. Anyone may submit changes to these SOPs directly to the committee. However, the committee will make the final decision on changes to recommend to the Post general membership for a final vote. A simple majority vote is needed to pass any changes to these SOPs. Two months duration is the process to change these SOPs. Upon completion of writing all the changes, the committee will read the changes at two (2) post meetings. After the second reading at the second Post meeting, the Post general membership will vote on the changes.

Section 3. Wherever these SOPs or subsequent amendments may be found to be in conflict with the Department and/or National Constitution and By-Laws; then the Department and/or National Constitution and By-Laws will take precedence over the SOPs and are binding upon the Post.



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**SOP XIV
SPEECHES**

Section 1. No member shall be permitted to speak on any one (1) subject (Pro) or (Con) more than twice and will not exceed seven (7) minutes in length. Five (5) minutes will be allowed for the first speech and two (2) minutes will be allowed for the second speech. Visiting guest who have a message to impart may take more time (if needed) as allowed by the Post Commander.

**SOP XV
PRESENT RENTAL CABINS AND/OR FUTURE RENTAL OF LIKE STRUCTURES OR ANY
GROUND PROPOSED FOR SUCH RENTAL**

Section 1. If a renter is elected to a Post Officer position, then that person shall excuse themselves from any negotiations concerning any Post rental properties (i.e. cabins and/or other projects) wherein there may be a “conflict of interest”. Nor may such elected official be allowed to help negotiate any rental fees and/or any leases of any type of agreement concerning these types of rentals or projects. This person or persons shall however be able to vote for/or against such a proposal when and if such an occurrence were presented to the Post membership. No Post Officer (who is a renter) shall be allowed to sign any agreement as a representative of Sarpy Post No. 9675. He/she may only sign as a renter. If an officer of the Post is a renter, then the ranking member above that officer above him/her may sign. When that is not possible, then the next ranking officer in the chain-of-command or any Post trustee may sign an agreement. All Rental properties must be advertised to all post members when vacancies are available to ensure each member has an opportunity (if desired) to rent said property.

Section 2. No renter of Post properties shall be allowed to be a member of any committee that negotiates any form of rental fee, leases, and/or type of agreements. These types of members shall be allowed to vote for or against these types of proposals when they are presented for a final vote of the general membership meeting.

Section 3. Committee members shall consist of Post Officers and general members who are not renters of any Post properties. Furthermore, all renters must and shall be members of Sarpy Post No. 9675, and their dues must be paid-up-to-date and be a member in good standing.

Section 4. From the date of approval of this document, should any new rentals take place, they shall be used for weekends and/or for no more than two of the four sessional periods of a year and will not exceed ninety (90) days per seasonal period for a maximum of one-hundred and eighty (180) days. No cabin or ground rented shall be used as a member’s permanent residence.

Section 5. Should anything occur that would jeopardize this VFW Post (Sarpy Post No. 9675) in any way then these rentals will cease immediately.



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Section 6. To further prevent any misunderstanding and/or conflict of interest by either party, Sarpy Post No. 9675 shall upon approval of this amendment, use only rental agreements (if needed) that have been drawn up by a lawyer that is obtained by the Sarpy Post No. 9675. Any type of lease and/or any rental agreement presented by a renter or a lawyer of a renter will be refused. This amendment shall be effective on the date and/or dates that the Department and National VFW approve and sign it.

Section 7. Sarpy Post No. 9675 shall at all times retains the sole right to ownership of its properties and all new property that should occur. The membership of Sarpy Post No. 9675 shall retain the right of setting any and all rental fee policies. A renter may not pass on these rental agreements to any other person(s) to include when a renter decides he/she no longer wants to continue the rental agreement. There will be no sub-contracting out any rental agreement to any other individual(s).

THIS DOCUMENT SUPERSEDES ALL PREVIOUS POST NO 9675 CONSTITUTION AND BY-LAWS

Signed this date: _____

By: _____
Adjutant – Faron Myers

By: _____
Commander - Ernie Garcia