

POST 8093 HOUSE RULES AND REGULATIONS

I. DEFINITION

For the purpose of these Rules and Regulations, a “canteen”, “restaurant”, or “activity” sponsored by the Post or other subordinate unit of VFW Post 8093, (including any holding or managing corporation) wherein:

1. The name “Veterans of Foreign Wars”, the insignia “VFW”, or any colorable imitation thereof is utilized.
2. One of the functions of which is the sale of food or beverages, of any type, in quarters permanently owned, rented or otherwise occupied by the Post or under, or required to be under, the direct supervision of the Post or unit.
3. Under Florida State law, solicitation of funds must be under supervision of the Post or its Auxiliary (includes any sponsored unit such as Boy Scouts, Girl Scouts, Etc.) without compensation, direct or indirect. It expressly forbids solicitation by professionals on a percentage or flat fee basis or employment in any manner. Violation of the law in this respect by the Post could result in the loss of exemption.

II. OPERATION OF THE CANTEEN, RESTAURANT OR ACTIVITY

The Post will not operate a “Canteen”, “Restaurant”, or “Activity” except under the control of a House Committee and in accordance with these rules and regulations.

III. COMMITTEE

1. The Post shall establish a House Committee to manage the business affairs of the Canteen, Restaurant or any Activities and oversee the operations of the Entertainment Committee, Building Committee and any other such committee as the Post shall see fit to assign. The Committee will consist of not less than three (3) or more than seven (7) members. The Commander and Quartermaster will serve as ex-officio voting members of the House Committee, but shall not serve as Committee Chair. Other elected Post officers will not be members of the House Committee.

2. Three House Committee members will be elected. One (1) will be a one (1) year elected member, one will be a two (2) year elected member and one will be a three (3) year elected member. The three (3) elected members along with the ex-officio members will elect a Chair Person for the Committee. The House Committee may recruit two (2) more members to be approved and appointed by the Commander. Election of House Committee members will be in accordance with VFW Post 8093 By-Laws.
3. A majority of the House Committee members, elected or appointed, must be present for the transaction of business at a regular or special House Committee meeting.
4. The House Committee shall appoint one (1) member of the House Committee to act as Secretary to record and prepare the minutes of each House Committee meeting. One copy will be read at the next Post meeting and then presented to the Post Adjutant to be made a part of the Post minutes. A second copy shall be filed in the House Committee Minutes file in the Quartermaster's office.
5. The Quartermaster will serve as Treasurer by virtue of his office.
6. All actions of the House Committee shall be subject to ratification by the Post by regular vote at a Post meeting.
7. Any appointed member of the House Committee may be removed from office by the Commander; for just cause. If elected, a Post may, upon proper motion and duly passed at any meeting, propose the removal of an elected officer or committee member at the next stated meeting called for such purpose. The member holding such office/committee and the Department Commander shall be notified at least seven (7) days prior to the meeting by certified mail addressed to the member's last known address stating the reasons for the proposed action. The Post, at the next stated meeting or special meeting, may by two-thirds (2/3) vote of the membership present, declare vacant the position of any elective office or elected chairman or committee member who may have:
 - A. Absented themselves from two (2) consecutive meetings or who has
 - B. Failed to fulfill the duties of office specified in Section 218 of the By-Laws and Manual of Procedure.

IV. OPERATIONS—PERSONNEL

No member of the House Committee will be employed nor receive any compensation for said service.

1. Canteen Manager

The House Committee shall appoint a Canteen Manager, who must be registered with and finger printed by THE DIVISION OF ALCOHOLIC BEVERAGES and TOBACCO

within ten (10) days of appointment, to operate the canteen. The manager shall be responsible to the House Committee for conduct of all patrons as required by Section VII of these Rules and Regulations.

2. **Restaurant Manager**

The House Committee shall appoint a Restaurant Manager, who must have a Manager's Food Handler's certificate within ten (10) days of appointment, to operate the kitchen and restaurant. The manager shall be responsible to the House Committee for conduct of all patrons as required by Section VII of these Rules and Regulations.

3. **Employees**

Canteen and Restaurant managers shall employ all personnel of the canteen and restaurant, subject to the approval of the House Committee. No elected officer of the Post shall be employed as Canteen Manager or Restaurant Manager or any other employee of the canteen or restaurant while holding an elected office. Kitchen employees who prepare and /or serve food must have a Food Handler's Certificate within 10 days of employment.

4. **Audit and Inventory**

All Canteen and Restaurant financial records and properties will be audited by the House Committee and approved by the Post Trustees at least monthly. Post Trustees will be a part of any outside audits by qualified auditors or accountants, performing any special audits of the canteen/restaurant records or properties.

5. **Financial Records**

- A. The canteen and restaurant managers shall keep an accurate, approved set of records and accounts.
- B. House Committee may authorize such expenditures for minor emergency repairs and janitorial supplies as may be necessary for the preservation and protection of the Post's quarters and its equipment, provided the total amount so expended between two (2) regular meetings shall not exceed \$500.00.
- C. All income and profits shall be held in the name of the Post and no other name.
- D. House Committee and Canteen/Restaurant managers shall turn over or deposit to the Post Quartermaster daily, all net profits and property acquired over and above a specific sum which shall be determined by the House Committee and Quartermaster.
- E. At least once a month a Canteen and Restaurant Profit & Loss (P&L) Report shall be reported at the House Committee meeting and made a part of the House Committee Minutes.

6. Control of food and drinks within the Post

- A. No food shall be brought into the Post for consumption when the kitchen is open without prior approval of the Post.
- B. No alcohol, alcoholic drinks, mixes, juices or beverages shall be brought into the Post for consumption without prior approval of the Post.
- C. No alcoholic beverages shall be carried out of the Post except to be consumed in the smoking area.
- D. Birthday, anniversary, retirement, etc. cakes and favors are authorized when celebrating in the Post and are welcomed.

V. MEMBERS AND GUEST

1. Members are defined as Veterans of Foreign Wars members and Veterans of Foreign Wars Auxiliary members in good standing.
2. Members may bring **BONA-FIDE** guest into the Post at any time except when Post Business is being discussed at meetings.
3. The Commander may invite NON-Member guest to speak to the membership at Post meetings. However, all guests have to be excused and leave the Post during Post business.
4. Bona-Fide Guest is defined as a guest is properly signed in by the sponsoring member. The guest may enter with the sponsor or join the sponsor at a later time. However, all guest of a sponsoring member must leave the Post when the sponsor leaves.

VI. USE OF AMUSEMENT MACHINES

1. A winner playing any amusement machine in VFW Post 8093, which requires a payout by the bartender or Quartermaster, must present a valid membership identification card that is in good standing to the bartender or Quartermaster to receive their payout. Failure to present a membership ID card will automatically turn your winnings into a donation to VFW Post 8093.

THERE WILL BE NO PAYOUT WITHOUT A MEMBERSHIP ID. The member's membership ID number shall be written on the ticket at the time of payout.

NOTE

The Quartermaster has 48 hours to pay the winning tickets.

VII. CONDUCT

1. Canteen and Restaurant

Good order shall be maintained at all times on the premises of the Post home.

Canteen/Restaurant privileges shall be discontinued forthwith to any person and said person shall immediately leave the premises and be suspended, by the Canteen bartender on duty, until further action is taken by the House Committee who:

- A. Discusses affairs of the Veterans of Foreign Wars or any of its members within the presence of, or hearing of, a non-member of the Veterans of Foreign Wars.
- B. Violates his/her obligation as a member or officer of the Veterans of Foreign Wars.
- C. Becomes obnoxious, offensive, or whose conduct reflects discredit in any way or manner on the Veterans of Foreign Wars or any of its members.
- D. Violates any rules, regulations, By-Laws, or Laws of the State of Florida, County, City, Florida Department of Alcohol, Beverage and Tobacco, United States, Veterans of Foreign Wars, Post or House Committee.
- E. Becomes intoxicated or arrives intoxicated on the premises; or
- F. Creates a scene, or participated voluntarily in same and any fracas or disorderly conduct on the premises.

By Direction of Veterans of Foreign Wars Department of Florida

The operation of any Club Room/Canteen or Activity by any Post shall not violate any rule, regulation, By-Law, Manual of Procedure, order or law of the United States, State of Florida, County, City, Florida Department of Alcohol, Beverage and Tobacco or any other division of government, Veterans of Foreign Wars, Post, or House Committee.

VIII. FURTHER SUSPENSION FROM CANTEEN/RESTAURANT/ACTIVITY PRIVILEGES

The House Committee will convene within one week from the date of suspension of any VFW Post Member or VFW Post Auxiliary Member for the purpose of considering further suspension; such meeting may be continued to a later date at the request of the accused. After hearing the charges and circumstances, and allowing the accused an opportunity to be heard, the House Committee may impose an additional suspension of Canteen/Restaurant privileges of from 10 to 90 days.

In the event that the accused disagrees with the decision of the House Committee; the accused

may appeal the decision to the Post Membership at the next scheduled Post meeting. The decision of the membership is final with no other appeals.

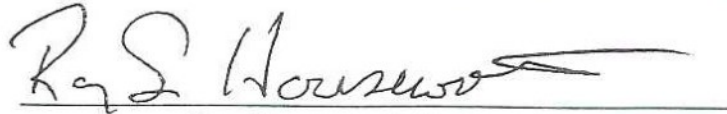
NOTE

Suspension from the Canteen and Restaurant does not mean that the member can't be in the Post to conduct official business or to attend meetings. They are not allowed to use or socialize in the Canteen and Restaurant areas. In addition, suspended members are not allowed to socialize in the smoking area or parking areas. Once their business is completed, they must leave the Post.

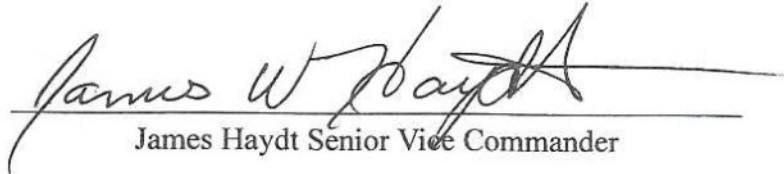
IX. CLOSED PERIODS

The Canteen and Restaurant are closed during Post Meetings and Installation of Officers. No alcoholic beverages shall be consumed in the Canteen and the Restaurant will be closed.


Date Approved By Membership: SEPTEMBER 21, 2023



Roy Houseworth Commander



James Haydt Senior Vice Commander



Carman Riloggio Junior Vice Commander



William O'Connor Quartermaster