

PULASKI AREA VETERANS MONUMENT COMMITTEE BYLAWS



2026 DRAFT

James Van Lannen
Committee Chairman

Pete Martineau
Committee Member

Keith Werner
Committee Vice Chairman/Adjutant

Mike Matuszak
Committee Member

Mike Hughes
Committee Treasurer

Lee Ulmar
Committee Member

Richard Piechocki
Committee Member

Effective Date: _____

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ARTICLE I Name, Location, Objectives, and Bylaws Rules of the Organization

Section 1. Name - The Committee existing under these Bylaws is to be known as Pulaski Area Veterans Monument Committee and shall be a non-profit organization. (Note: the monument, to be referred to going forward as “the monument”, is located at Memorial Park along St Augustine Street in Pulaski WI.)

Section 2. Objectives - The objectives of this Committee are, to approve and administrate the names added to the monument, plan and coordinate future changes to the monument with the Village Board of Pulaski In Accordance With (IAW) the memorandum with the Village of Pulaski Wisconsin dated August 24, 2026, or as may be updated and signed by the Village President, and the Committee Chairman, as approved by the Committee via a majority vote. (See document at Appendix 1). The committee also maintains an objective to coordinate communications between County, State, and Federal agencies and the Village of Pulaski in reference to monument issues.

Section 3. Location - The location of the Committee shall be 135 N. St. Augustine Street, Pulaski, WI 54162. The mailing address shall be Pulaski Area Veterans Monument PO Box 746, Pulaski, WI 54162.

Section 4. Mandatory Reviews - These bylaws shall be reviewed and revoted not more than 5 years from the previously approved by-laws and shall be approved by no less than a majority vote of the committee after an opportunity of no-less-than 30 days to review the draft document.

Section 5. Operating Procedures - Voted decisions contained in the minutes of meetings shall become operating procedures and be consolidated as a living document in Appendix 2 of this document. This Appendix provides operating procedures but does not take precedence over or change the body of this document. Changes, additions, or deletions of operating procedures do not constitute a major change to this document and do not require filing an update to this document with State or Federal agencies.

ARTICLE II Membership and Meetings

Section 1. Membership - The government and management of the Committee is entrusted to seven (7) members including no-less-than four (4) veterans of the armed forces of the United States. As a minimum, the Chairman shall be a resident of the Village of Pulaski. Committee members shall be elected to a term of one (1) year except for the Chairman, who shall be elected for a term of two (2) years.

Section 2. Committee Members Verses Public - The seven (7) Committee members are the only voting members for all meetings except for one (1) meeting per year generally in the 3rd week in September when interested members of the public will be allowed to vote for Committee members.

Section 3. Meetings Schedules and Open/Closed Status - The public shall be admitted, as space allows, to all open meetings. Closed sessions shall be determined by the Committee. Meetings shall be held twice per year generally in the months of April and September. ADHOC meetings shall be called as needed by the Chairman of the Committee. As determined by the Committee, in terms of time, topic, and number of speakers, the Public may be allowed to provide testimony during open meetings. All meetings shall be run consistent with Robert's Rules of Order (See Appendix 3 for a simple version). Five (5) members must be present to make a quorum.

Section 4. Vacancies and Terminations - All vacancies existing in the Committee from any cause other than the expiration of the term, shall be filled by a majority vote of the remaining members of the committee, and a person so appointed shall hold office for the unexpired term of the member of the committee or officer who succeeded. Termination of Committee members for cause, shall be administered by a majority vote of all Committee members.

Section 5. Sub-Committees - The committee has authority to assign ADHOC Sub-Committees. The Committee has the right to appoint members of the Public to ADHOC Sub-Committees.

ARTICLE III Duties of Officers

Section 1. Duties of the Chairman - It shall be the duty of the Chairman to schedule and preside at all meetings of the Committee and to have general supervision over the business and affairs of the Committee. The Chairman shall bring to the body for vote, all orders for disbursement of funds above \$200.00. The Chairman shall ensure the treasure makes an annual Consolidated Post Report, covering the business of the Post for the year.

Section 2. Duties of Vice-Chairman/Adjutant - The Vice-Chairman/Adjutant shall assume and discharge the duties of the office of Chairman in the absence or disability of, or when called upon by the Chairman. The Vice-Chairman/Adjutant shall have charge of and keep a full and correct record of all proceedings of all meetings, keep such records as the Department and National Organizations may require, render reports of membership annually or when called upon at a meeting, and under direction of the Chairman handle all correspondence of the Committee. The Vice-Commander/Adjutant shall ensure the monthly publication of a Newsletter and shall ensure critical information is shared with the Pulaski area Veteran Organizations consisting of the VFW, American

Legion AMVETS, and PLAV as well as any other organizations deemed prudent by the Committee.

Section 4. Duties of the Treasurer - The Treasurer of the Committee shall have charge of all finances and see they are safely deposited in some local bank or banks and shall report at meetings and as requested by the Chairman the condition of the finances of the Committee, with such recommendations as may deem expedient or necessary for raising funds with which to carry on the activities of the Committee. The Treasurer shall apply for, maintain, and update raffle license renewal and application duties as the Committee determines necessary, and sign all checks disbursing the monies of the Committee. The Treasurer shall file all required IRS documents as needed and in accordance with State and Federal Regulations, laws, and directives.

Section 5. Duties of General Committee Members – The General Committee Members shall attend all meetings as possible, represent the Public and Veterans to the best of their ability, maintain the integrity of the Committee, and conduct all business within legal, ethical, and moral boundaries.

ARTICLE IV Financial & Administrative Management

Section 1. Accounting/Fiscal Year - The organization's accounting year is January 1st – December 31st.

Section 2. Contracts and Loans - Contracts and loans must be approved by majority vote of the Committee.

Section 3. Eligible Checks and Drafts Signing - No Less than three (3) members will be eligible to sign checks and drafts for the Committee. Two (2) signatures are required to sign checks and drafts; one signature should be the treasure.

Section 4. Financial Ledgers - Detailed financial ledgers, must be kept and available for review at every meeting and as requested by the board. The Treasurer is responsible for maintaining these reports and facilitating a biannual audit of all financial records. In addition to bank records and ledgers, these documents include all IRS filings, State, and Federal documents.

Section 5. Minutes and Administrative Reports - Detailed Minutes and administrative reports, must be kept and available for review as requested by the Committee. Minutes shall be approved by a majority vote of Committee members at the next/following meeting.

Section 6. Record Maintenance - All records described in sections 4 and 5 above shall be maintained in a fireproof file cabinet.

Section 7. Indemnification - The Treasure shall be bonded by the organization, and all Committee members shall be covered by D&O insurance.

Section 8. Conflicts of Interest - If a conflict of interest should exist relative to any action or decision of the committee, any members having such conflict is required to recuse themselves from the vote.

ARTICLE V Rules for the Monument

Section 1. Past and Present Members of Local Veteran Organizations -

Deceased veteran members of any of the Pulaski Veteran organizations may be added to the monument provided they are paid applications. Reasonable effort shall be made to contact living veterans for approval to be added to the monument.

Section 2. Eligibility to be on the Monument – Any US veteran from any of the six recognized branches of service, as defined by the State of Wisconsin. Must be able to prove eligibility, by DD214, discharge papers, official historical records, or picture of veteran plaque from the back of a headstone. Veterans with dishonorable discharge are not eligible. Those with other than honorable discharge are encouraged to apply, through their County Veterans Office, for an upgrade in discharge status and are otherwise ineligible. In extenuating circumstances, the Committee holds the final right to determine eligibility and must record and maintain the same standard for all candidates as part of the operating procedures documented in Appendix 2 of this document.

Section 3. Public Verses Private Records Utilization - Deceased veterans may be added to the monument if reasonable effort has been made to contact family members. Only public records may be used to provide data associated with the monument unless information is volunteered by; in the case of deceased veterans, living family members, or in the case of living veterans by themselves or their legal guardian.

Section 4. Duplicate Records - No member shall be knowingly allowed a duplicate entry on the monument. There will be only one entry per veteran, unless a second entry is authorized by the Committee due to an error on behalf of the Monument Committee.

ARTICLE VI Legal Disclaimer

Section 1. Nothing in the bylaws which conflicts with State or National law shall be binding and when identified will be corrected immediately upon confirmation.