

Kemp Mill
POST NO. 360

BYLAWS

ARTICLE I. NAME OF POST

Section 1. The official name of the Post is the Kemp Mill Post No. 360 of the Jewish War Veterans of the United States of America.

Section 2. The name of the Post may be changed only in the manner provided by the Constitution and Bylaws of the Jewish War Veterans of the United States.

ARTICLE II. GOVERNANCE OF THE POST

Section 1. The post shall be governed in all respects by these Bylaws, the Constitution and the Bylaws of the Jewish War Veterans of the United States, hereinafter referred to as the National Constitution and Bylaws.

Section 2. These Bylaws are intended to implement the National Constitution and Bylaws and the J. W. V. Manual, and if there shall in any case be an inconsistency or conflict between these Bylaws and the National Constitution and Bylaws, or the J. W. V. Manual, then the National Constitution and Bylaws shall prevail in every such case.

Section 3. The national Constitution and Bylaws shall be applicable in all cases not specifically covered by these Bylaws.

ARTICLE III. MEMBERSHIP AND DUES

Section 1. Membership.

A. No person shall be eligible for membership of any type in this Post unless he/she shall satisfy all requirements for eligibility for membership contained in the National Constitution and Bylaws.

B. Applications for membership may be submitted at any time to any member of the Post. They shall thereupon be immediately referred to the Commander, who will then confirm the eligibility for membership and the background of the applicant.

C. If the Commander determines that the applicant meets the qualifications for membership and has paid the first year's dues, the new member(s) shall be inducted at the next appropriate meeting.

Section 2. Dues.

A. No initiation fees shall be charged for membership in the post, but each member shall, at a minimum, pay the annual dues of \$50.00 or opt to pay for one of the several multi-year membership options, to include life membership.

ARTICLE IV. MEETINGS AND MEETING PLACES

Section 1. Regular Business Meetings

A. Regular business meetings of the Post shall be held at least once per month at a place and time directed by the Post's Executive Board.

B. Notice specifying the time and place of each regular business meeting shall be provided to each member in good standing at least four days prior to the date of each such meeting by posting in the Post Newsletter, via e-mail, or regular mail.

Section 2. Special Meetings.

A. Special meetings of the Post shall be called by the Commander as permitted by, and in the manner provided for in the National Constitution and Bylaws, provided that notice, either by regular mail, telephone, or e-mail, specifying the time, place and purpose of such special meeting shall be given to all members in good standing at least three days prior to each such meeting.

Section 3. Social Meetings.

A. Social meetings of the Post may be held at such other time as the members of the Post may determine, and notice of the time and place of such meetings shall be communicated to all members in good standing at least four days prior to each such meeting Section

4. Time and Place of Meetings.

A. All business meetings of the Post shall be held at Young Israel Shomrai Emunah, 1132 Arcola Ave., Silver Spring, MD 20902 unless otherwise designated.

B. All business meetings shall commence at 8:00 P.M. of the day on which they are held, unless the members are notified otherwise as provided in Art. IV, Section 1.B. above.

Section 5. Quorum and Manner of Voting.

A. Not less than seven members in good standing shall constitute a quorum at any regular or special meeting of the Post.

B. A majority of the votes cast at any regular or special meeting of this Post, at which a quorum is present, shall be sufficient to take or authorize action upon any matter which may properly come before the meeting, unless otherwise provided in these Bylaws, the National Constitution and Bylaws, or the J. W. V. Manual.

ARTICLE V. OFFICERS

Section 1. The Post shall have such officers as are prescribed in the National Bylaws and in addition thereto, an Executive Board to consist of the Commander, Senior Vice-Commander, Junior Vice-Commander, Judge Advocate, Quartermaster, and editor of the Newsletter, and any other member(s) who shall be appointed by the Commander,

Section 2. Nomination and Election of Officers.

A. Nomination of officers shall take place at the regular business meeting in the month of April in each and every year. Additional nominations may be made at any regular business meeting thereafter prior to the election meeting, and at the election meeting. Election of officers shall take place at the regular business meeting in the month of May of each and every year,

B. 1. Written notice of the time and place of nominations shall be given to all members in good standing by posting in the Post Newsletter at least seven (7) days prior to each meeting at which nominations shall or may be made.

2. Written notice of the time and place of the election of officers shall be given to all members in good standing posting in the Post Newsletter at least seven (7) days prior to the meeting at which election of officers shall be held.

C. The Commander may appoint a nominating committee to consist of not less than three members in good standing, which shall submit a list of nominees for elective office approved by it at the first meeting at which nominations shall be made. Elective offices are, at a minimum: Commander, Senior Vice-Commander, Junior Vice-Commander, and Judge Advocate.

D. A list of the members nominated for elective office at the first nomination meeting shall be posted in the Post Newsletter.

E. Voting at such election meetings shall be by secret ballot as pro-

vided in the applicable Post newsletter or failing that, by a show of hands of those members present providing a quorum is present. Voting shall otherwise be governed by the applicable provisions of the National Constitution and Bylaws, and the J. W. V. Manual.

F. All officers, both elected and appointed, shall serve for a period of one year, or until their successors have been elected or appointed, and duly installed.

G. The duties of all such officers shall be as set forth in these Bylaws, the National Constitution and Bylaws.

H. Appointive officers may be removed by the Commander at any time in his discretion.

I. No member shall hold more than one of the aforementioned elective offices.

ARTICLE VI. EXECUTIVE BOARD

Section 1. The Board of Trustees shall consist of the elected officers of the Post, and no more than three (3) members in good standing, appointed by the Commander. The Board shall make periodic audits of the financial records of the Post, and shall exercise such other functions as may in these Bylaws be provided.

Section 2. The Executive Board shall prepare an annual budget of expenditures to be made or incurred by the Post, such annual budget to be submitted to the members of the Post for their approval at the first regular meeting in the months of September in each and every year, the fiscal year of the Post to be the calendar year.

ARTICLE VII. EXPENDITURES

Section 1. No expenditures shall be made or incurred on behalf of the Post by any member or members unless such expenditures have been budgeted as hereinbefore provided, or unless such expenditures have been previously approved by the members of the Post at a regular or special meeting; provided, however, that the Commander may make or incur unbudgeted expenditures on behalf of the Post, without the prior approval of the members of the Post, not to exceed the sum of \$100.00 for any single such expenditure, and not to exceed the sum of \$500.00 per calendar year for all such expenditures. Such authorized ex-

penditures shall be reimbursed upon presentation of an original receipt.

Section 2. This Post shall not have the power to loan its funds to any member of the Post, or to any other person, persons, associations or organizations except upon unanimous approval of Executive Committee.

Section 3. No loan to be more than \$100.00.

Section 4. All expenditures made by check must be signed by the Treasurer and at least one other officer of the Post authorized as a signatory on the account, and no transfers of Post money to any account may be made without (a) approval of the executive Board and (b) a Corporate Resolution authorizing said transfer be drafted and signed by the Post Commander and the Post Adjutant for presentation to the bank holding the Post's accounts.

ARTICLE VIII. COMMITTEES.

Section 1. Standing Committees.

The following Committees shall be Standing Committees of the Post, and shall be chaired by volunteer members in good standing appointed by the Post Commander within thirty (30) days of his installation.

A. Program Committee: shall make all arrangements for the social activities of the Post as well as arranging speakers for the Post's business meetings.

B. Membership Committee: shall have charge of all matters pertaining to the membership of the Post, including the procuring and determination of eligibility of new members and indoctrination of new members.

C. Ways and Means Committee: shall have as its function the planning of all money raising programs and activities for the Post, and, generally, the planning and devising of ways and means of carrying out the purposes of this Post.

Section 2. The Commander may appoint other committees as may be required and vest them with powers not inconsistent with these Bylaws, the National Constitution and Bylaws.

Section 3. The number of members to be appointed to committees, whether Standing or otherwise, shall be determined by the Commander.

ARTICLE IX. The rules contained in Robert's "Rules of Order" shall govern the Post in all matters of order and procedure not provided for in these Bylaws or the National Constitution and Bylaws.

ARTICLE X. AMENDMENT AND REVISION OF BYLAWS

These Bylaws may be amended or revised at any regular Post meeting by the affirmative vote of two-thirds of the members present at such meeting, and constituting a quorum; provided, however, that the proposed amendment or revision shall have been submitted in writing and read at the first preceding regular meeting of the Post; provided further that notice shall have been given to all members in good standing by posting in the Post Newsletter at least four days prior to both meetings at which such amendment or revision is to be voted upon, notifying said members that, at the following business meeting, a proposal to amend or revise the Bylaws is to be voted upon; and provided further than no amendment or revision of these Bylaws may be made during the period from July 1 to August 31 in any year.

ARTICLE XI. REPEAL OF EXISTING BYLAWS. ETC.

Section 1. All Bylaws heretofore adopted by this Post are hereby repealed and rescinded.

Section 2. In the event that there shall be any conflict or Inconsistency between these Bylaws and any Motion or Resolution heretofore passed by this Post, then these Bylaws shall prevail in every such case.

Prepared and submitted by Bylaws Committee and adopted on 4 March 2019.

/s/

Adjutant, JWV Post 360
Department of Maryland

Atch: Qualifications and Duties of Post Officers

QUALIFICATIONS AND DUTIES OF POST OFFICERS

COMMANDER

Must have one-year service as a member of JWV. Enforce Constitution and By Laws of JWV, POST 360 and the Department of Maryland, Preside at Post Meetings. Appoint officers where so provided and remove them at his discretion. Appoint committees as required.

SENIOR VICE COMMANDER

Preside at meetings in absence of the Commander. Chairman of major functioning committees such as Program and Fund Raising,

JUNIOR VICE COMMANDER

Preside at meetings in the absence of the Commander and Senior Vice Commander, Chairman of Membership program. Induct new members and maintain their interest and development for leadership.

JUDGE ADVOCATE

Advise Officers on all Legal matters. Interpret Constitution and By Laws of JWV on matters affecting the Post, Interpret Robert's Rules of Order and Parliamentary Procedures.

ADJUTANT

Record proceedings of meeting. Under direction of the Commander conduct correspondence and issue notices and necessary orders, keep roster of Post names and addresses of current Officers, Past Commanders and all other members. Keep roll of departed comrades.

QUARTERMASTER

Collect dues and deposit in Post bank account. Take charge of assets and funds of Post, Keep correct account of monies due and receivables from all sources. Keep record of all liabilities. Pay bills as authorized by the Commander, furnish report on status of funds at Post meetings, Furnish Commander prior to annual installation of Officers a written report showing financial transactions of the Post, Transfer albums of record to successor.

CHAPLAIN

Spiritual leader of the Post. Supervise the observance of all religious holidays and participation proceedings at those functions. Render all prayers at each meeting and any other prayers as the occasion may require. Other duties as assigned by the Commander. All activity must be in accordance with Orthodox religious standards.

OFFICER OF THE DAY

Responsible for maintaining proper decorum at all meetings of the Post. Have Post quarters properly arranged for all meetings. Introduce all distinguished guests.