



DuPage Memorial Post 2164
Wheaton, Illinois

Sec. 218 -- Officers and Chairmen, Duties and Obligations

a. Officers.

1. **Duty of Commander.** Among the duties of a Post Commander, he shall:
 - a. Preside at all meetings of the Post, conducting such meetings in accordance with Article X of the By-Laws 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, District and Department By-Laws and the Congressional Charter, National By-Laws, Ritual and Manual of Procedure, 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 opprobrium 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 By-Laws.
 - e. Appoint officers, committee chairmen and committees not otherwise provided for. He may remove such appointed officers, committee chairmen and committees at his pleasure. He shall, by virtue of his office, be a member of all committees.
 - f. Approve all orders drawn upon the Quartermaster for the disbursement of money by motion made and passed at a meeting of the Post and countersign all checks for the disbursement of Post funds.
 - g. Assure that the office of Quartermaster is bonded according to Section 703 of the By-Laws.
 - 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.
 - j. Assure that eligible veterans are encouraged to join and maintain membership.
 - k. Assure that he or his representative attends all properly called District Conventions or meetings and County Council meetings.
 - l. Comply with and perform all of the duties required by the laws and usages of this organization, the provisions of these By-Laws, the Ritual and

Manual of Procedure and Department, District, County Council or Post By-Laws 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.

Failure without just cause to perform these duties may result in removal from office.

2. **Duty of 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 usually 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. **Duty of 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 usually incident to such office or may from time to time be required of him by the laws and usages of the organization or lawful orders from proper authority.
4. **Duty of 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. **Duty of Quartermaster.** Among the duties of a Post Quartermaster, he shall:
 - a. Receive and hold all monies, securities, vouchers, and other personal property of the Post as may pertain to his office.
 - b. Pay out or expend monies only after the Post has authorized payment by motion made and passed at a meeting of the Post. All checks for the expenditures of Post funds shall be numbered in sequence, the number of each check to correspond with the voucher authorizing the same, and in addition to the signature of the Quartermaster, shall be countersigned by the Post Commander.
 - c. Before entering upon his duties and for the faithful performance thereof, he shall qualify by good and sufficient bond, in accordance with Section 703, in a sum at least equal to the amount of the liquid assets for which he may be accountable, the cost of which shall be paid from Post funds.
 - d. Collect all monies due the Post, giving receipt therefore.
 - e. Keep an account with each member and notify all members in arrears.
 - f. Collect the annual membership dues and credit the dues fund with a sum equal to the annual National, Department, District and County Council dues.
 - g. At least once each month, transmit to the Department Quartermaster the Department and National dues payable from the annual dues collected from each member during the preceding month, such payment to be accompanied by transmittal forms provided by the National Headquarters. The Quartermaster will be responsible for prompt payment of dues when due to the proper authorities.
 - h. Refrain from issuing official membership dues receipts to new members until he has received the required admission fee and the required dues, unless the same shall have been remitted by the Post. He shall collect the admission fee and dues prior to the election of the new member and immediately thereafter will credit one dollar (\$1.00) to the Department in

which the Post is located, the same to be forwarded to the Department Quartermaster.

- i. Maintain a dues reserve fund to which shall be credited not less than one-half of the Post's part of the current year's dues paid by each member prior to July 1, including Life Membership per capita taxes received from the National Organization on account of Life Members. (This shall not apply to dues remitted by the Post.) He shall not disburse nor shall an obligation be incurred against this fund until after July 1, at which time it shall be transferred to the Post's general fund and be available for expenditures.
 - j. Expend any and all dues paid by the Post on members whose dues have been remitted from the general fund of the Post.
 - k. Maintain a relief fund, which shall be credited with the net proceeds of all sales of Buddy Poppies and such other monies as may be solicited or donated for veterans relief purposes. Expenditures from the relief fund shall only be made for the purposes outlined in Section 704 of the Manual of Procedure.
 - l. Maintain the books and records at all times in a neat and efficient manner. The books and records of the Quartermaster shall be uniform and shall be those prescribed by National Headquarters; provided, however, that computer record keeping systems may be used, so long as the records contain the same data as required on forms prescribed by National Headquarters. Books and records shall be available for inspection by authorized officers at all reasonable times. Unless authorized by the Post to remove such books and records from its facilities, all such books and records shall be kept at the Post facilities.
 - m. Deliver to his successor in office or to anyone designated by the Post or higher authority, all books, records, vouchers, monies, securities and other property of the Post in his possession or under his control.
 - n. Serve as Treasurer of all Post committees handling funds.
 - o. Comply with, and perform all duties required of him by the laws and usages of this organization, applicable By-Laws and order's from lawful authority and perform such other duties as are usually incident to such office.
6. **Duty of Adjutant.** Among the duties of the Post Adjutant, he shall:
- a. Under the direction of the Commander, prepare all reports and returns required of him.
 - b. Attest by his signature and the seal of the Post all official actions of the Post.
 - c. Keep in books or files properly prepared the following:
 1. Current By-Laws, Ritual and Manual of Procedure of the Veterans of Foreign Wars of the United States and copies of the By-Laws of the Post, Department, District and County Council.
 2. In a proper file, the original application of every member admitted to the Post.
 3. A record of all the proceedings of each meeting of the Post after the same shall have been corrected and approved.
 4. An order file in which shall be kept all orders or circulars issued by the Commander-in-Chief, the National Council of Administration,

the Department Commander, the District and/or County Council Commander or the Post Commander.

5. A letter or correspondence file.
 6. A file containing a copy of the proof of eligibility submitted by officers pursuant to Section 216(c).
 7. A roll of departed comrades.
 - d. Transfer to his successor, without delay, all books, papers, records, monies and other records and property of the Post in his possession or under his control.
 - e. Comply with and perform all duties required of him by the laws and usages of this organization, applicable By-Laws and orders from lawful authority and perform such other duties as are usually incident to such office.
 - f. Unless authorized by the Post to remove books and records under his control from its facilities, all such books and records shall be kept at the Post facilities.
7. **Duty of Chaplain.** The Post Chaplain shall be chairman of the Visiting Committee of the Post. He shall, with the assistance of such other members as may be appointed by the Commander, visit the sick and disabled members of the Post and make a report to the Post concerning same. He shall perform such other duties as are usually incident to the office or as may from time to time be required of him by the laws and usages of this organization or lawful orders from proper authority.
 8. **Duty of Judge Advocate.** The Post Judge Advocate shall give the Post Commander such legal assistance, incident to his office, as he may request, and perform such other duties as may be usually incident to the office or as may from time to time be required of him by the laws and usages of this organization or lawful orders from proper authority.
 9. **Duty of Surgeon.** The Post Surgeon shall be the chairman of the Health Committee and, with the assistance of such others as may be appointed by the Commander, he shall promote and put into effect health programs for the benefit of his Post and the community. He shall perform such other duties as are usually incident to the office or as may from time to time be required of him by the laws and usages of this organization or lawful orders from proper authority.
 10. **Duty of the Officer of the Day.** Among the duties of the Officer of the Day, he shall:
 - a. Be the custodian of the Post colors, altar flag, Bible, ballot box, gavel and such other Post property as is incident to a Post meeting.
 - b. At the beginning of every meeting, cause the official membership dues receipt card or life membership card of every member present to be inspected. He shall instruct comrades who may not have paid dues for the current calendar year and, as a result, do not possess an official membership receipt card, to immediately pay the required dues to the Quartermaster. In the event the member does not have an official dues card receipt or life membership card in his possession, but claims that his dues are paid, or were remitted, the Officer of the Day will ascertain the membership status of the comrade from the Post Quartermaster. Unless dues have been properly remitted in accordance with the By-Laws or Manual of Procedure, delinquent members will immediately pay dues to

the end of the current calendar year or leave the meeting room. The Officer of the Day must not permit a member whose dues have not been paid or remitted to the end of the current calendar year to remain at a Post meeting.

- c. Prior to a meeting, have the Post colors in position to be properly presented, the altar properly decorated with flag and Bible and all officers' stations in proper position and in order. He shall, with the assistance of the Color Bearers, present and retire the National Flag and Post Colors and properly present and introduce distinguished guests.
- d. At the close of the meeting, assure that all Post property under his control is properly and safely taken care of.
- e. At the direction of the Post Commander, prepare the ballots, permit only those to cast their ballots who are qualified and observe that the balloting is done in a secret and proper manner.
- f. To the best of his ability, carry out the orders of the Commander and the Post and perform such other duties as may be usually incident to the office or may from time to time be required of him by the laws and usages of the organization or lawful orders from proper authority.

11. Duty of Trustees. Among the duties of the three (3) elected Post Trustees, they shall:

- a. Not later than the end of the month following the last day of each quarterly period, properly audit the books and records of the Post Quartermaster, Post Adjutant, and any activity, clubroom, holding company or unit sponsored, conducted or operated by, for or on behalf of the Post, and submit a detailed statement of such audits to the Post.
- b. Quarterly, through the Post Commander, submit a Post Trustee's Report of Audit to the Department Quartermaster for referral to the Department Inspector. 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. Trustees of Posts not under the jurisdiction of a Department shall submit the Report of Audit to the Adjutant General.
- c. Verify all expenditures of the Post and certify by their signature as to the correctness of each expenditure voucher.
- d. Audit the records and accounts of all committees, officers and members having to do with the receipt and expenditure of Post funds. Trustees shall not be eligible to serve on committees or as officers whose books, records and accounts are audited by the Trustees.
- e. Perform such other duties as may be usually 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. Duty of Guard. Among the duties of the Post Guard, he shall:

- a. Allow no one to enter the Post meeting room who does not possess a dues receipt card for the current calendar year or a life membership card, Should the person requesting admittance state that his dues were paid but that he does not have the official receipt card or life membership card in his possession, then the Guard shall inform the Commander who shall ascertain from the Quartermaster whether the person seeking admittance

has paid dues for the current calendar year and, if so, the member shall be admitted, provided he is otherwise in good standing.

- b. Notify the Officer of the Day of the presence of all distinguished guests who may be awaiting admittance.
- c. Perform such other duties as may be usually incident to the office or may from time to time be required of him by the laws and usages of this organization or lawful orders from proper authority.

13. **Duty of Service Officer.** The Post Service Officer shall assist members of the Post, their widows and orphans and other worthy cases brought to their attention in obtaining rightful benefits from the federal and state governments, in the preparation of the proper forms for applying for such benefits and in assembling evidence required in connection therewith. The work of a Service Officer shall be performed in accordance with the instructions contained in the VFW Guide for Post Service Officers under the general supervision of the Department Service Officer. He shall perform such other duties as may be usually incident to the office or as may from time to time be required of him by the laws and usages of this organization or lawful orders from proper authority.
14. **Duty of Assistant Adjutant.** The Assistant Adjutant shall assist the Adjutant in his duties as requested.
15. **Duty of Assistant Quartermaster.** The Assistant Quartermaster shall assist the Quartermaster in his duties as requested.

