

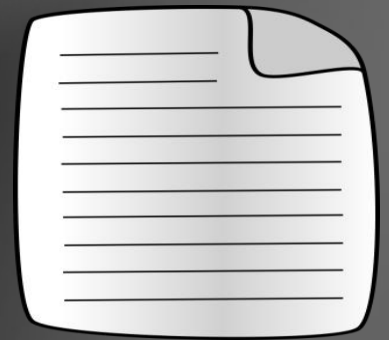
# Post Standing Rules



A Guide to building your posts standing rules

# What will be covered

- Definition of constitution, bylaws.
- Definition of standing rules.
- The importance of Standing rules.
- How to write or amend standing rules.
- Adopting Post Standing rules.



# Constitutions & Bylaws

(in a nutshell)



- An organizations constitution describes who the organization is as well as its purpose.
- Bylaws are the rules the organization must use to accomplish its purpose and to maintain order within the organization.
- Most organizations combine these documents into what is commonly called the Constitution & bylaws. or
  - (CBL)

# In Amvets



- The overall purpose of our organization and its Basic rules are covered under the National CBL.
- AMVETS National knows that each state is different from every other state in their laws and business practices. Knowing this National has allowed each state to develop their own CBL's. (Department CBL) But each Dept. CBL must stay within the guidelines of the National CBL.

# Likewise!



- National and the Department know that the membership of every post is different and has written a Uniform Constitution and Bylaws for each post to use as a base, making every post equal.
- What makes each post unique from every other post is its standing rules.

## What Are Standing Rules ?

## UPCBL ARTICLE XXIII. STANDING RULES

Standing Rules may be developed by this Post provided such rules are not in conflict with this Constitution and By-laws, the State Constitution and By-laws, or the National Constitution and By-laws. Post Standing Rules are to be reviewed by the Department Judge Advocate annually or when changes are made.



# Standing Rule's

- Standing Rules are any rules that allow your post to operate according to the memberships wishes and operate within the law and AMVET requirements.
- Standing rules can include meeting dates and times, check writing or accepting policies, voting procedures, delegate election and post officer eligibility requirements or even parking requirements.

# Writing or Amending Standing Rules

- Since the document that guides the basic operation of every post is the UPCBL.
- Post standing rules should at a minimum touch upon every article in the UPCBL making sure that every post rule put into the standing rules do not violate any article or section of the UPCBL.
- Standing Rules must not violate any Fed. State or local law or ordinance.

Please note, there are articles in the UPCBL that are foundation Articles and are not to be changed, modified or added to other than post name, number or date as required. These include:



UPCBL Articles:

**ARTICLE I.** NAME,

**ARTICLE II.** AIMS,

**ARTICLE III.** POST ORGANIZATION,

**ARTICLE IV.** MEMBERSHIP

**ARTICLE V.** CONVENTIONS AND CONFERENCES

**ARTICLE VI.** State Executive Committee (SEC)

**ARTICLE VIII.** QUORUM

**ARTICLE XVIII.** PROCEDURES FOR REMOVAL OF A POST OFFICER,

**ARTICLE XIX.** RESTRICTED USE OF ORGANIZATION

**ARTICLE XX.** DISCIPLINE OF MEMBERS

**ARTICLE XXII.** DISCIPLINE OF MEMBERS IN CLUB ROOMS,

**ARTICLE XXIV.** SUBORDINATE ORGANIZATIONS articles relating to each

**ARTICLE XXX.** RESOLUTIONS

**ARTICLE XXXI.** AMENDMENTS

- This may seem to be a daunting task but it doesn't have to be. The place to start is with your executive committee or your standing rules committee and a copy of the UPCBL.
- The committee should review each Article one by one. If your post follows the Article as it is written in the UPCBL you need not list anything other than the Article and Title in its standing rules.
- Lets Use this example post and create a partial set of standing rules.
  - **Example:**
    - **Frank E. Kitch, Amvets Post #000**

## UPCBL ARTICLE I. NAME

The name of this organization shall be AMVETS Post No.\_\_\_\_

Inc. and it shall be hereinafter referred to as the Post.

## Standing Rules

### I) ARTICLE I. NAME

The name of this organization shall be AMVETS Post No.000 Frank E. Kitch Inc. and it shall be hereinafter referred to as the Post.

The only addition was the post name.

### I) ARTICLE I. NAME

The name of this organization shall be AMVETS Post No.000 Frank E. Kitch Inc. and it shall be hereinafter referred to as the Post.

# Standing Rules Post #000

## I) ARTICLE I. NAME

The name of this organization shall be AMVETS Post No.000 Frank E. Kitch Inc. and it shall be hereinafter referred to as the Post.

## II) ARTICLE II. AIMS

## III) ARTICLE III. POST ORGANIZATION

## IV) ARTICLE IV. MEMBERSHIP

## V) ARTICLE V. CONVENTIONS AND CONFERENCES

## VI) ARTICLE VI. State Executive Committee (SEC)

## VII) ARTICLE VII. DELEGATES TO CONVENTION/CONFERENCE

## VIII) ARTICLE VIII. QUORUM

## IX) ARTICLE IX. COMMITTEES

If the post follows articles II – IX as they are written in the UPCBL only the Article number and title need listed.

## X) ARTICLE X. MEETINGS

### *UPCBL Article X section 3*

*The Post's annual and general monthly meeting shall be conducted at a time and place as designated in the standing rules.*

*To make section this post specific in your standing rules the following example could be added (using your posts meetings dates and times).*

Section 3.

Amvets post #000's Annual meeting shall be held in the post meeting room on the 1<sup>st</sup> Monday in May at 7pm unless otherwise posted 30 days prior. The General Monthly meeting shall be held the 1<sup>st</sup> Monday of each month at 7pm unless otherwise posted 30 days prior. The Post Executive Board meeting shall be held on the 3<sup>rd</sup> Monday of each month at 7pm unless otherwise posted 30 days prior. The Post Board of Trustees meeting shall be held on the 3<sup>rd</sup> Monday of each month immediately following the Post Executive Board meeting unless otherwise posted 30 days prior.

## Your rules so far would look like this-

### I) ARTICLE I. NAME

The name of this organization shall be AMVETS Post No.000 Frank E. Kitch Inc. and it shall be hereinafter referred to as the Post

### II) ARTICLE II. AIMS

### III) ARTICLE III. POST ORGANIZATION

### IV) ARTICLE IV. MEMBERSHIP

### V) ARTICLE V. CONVENTIONS AND CONFERENCES

### VI) ARTICLE VI. State Executive Committee (SEC)

### VII) ARTICLE VII. DELEGATES TO CONVENTION/CONFERENCE

### VIII) ARTICLE VIII. QUORUM

### IX) ARTICLE IX. COMMITTEES

### X) ARTICLE X. MEETINGS

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## **XI) UPCBL ARTICLE XI. ELECTION AND APPOINTMENT OF OFFICERS**

Section 1. **READS** A Commander, three Vice Commanders designated as first, second and third Vice Commanders, Adjutant, Finance Officer, Provost Marshal, and Judge Advocate shall be elected annually by members of the Post. A Chaplain, Historian, Service Officer and Public Relations Officer shall be appointed annually by the newly elected Commander with the approval of the Executive Committee.

If your post would like to add an additional rule such as

Further duties and responsibilities for each appointed officer and post volunteers will be defined in an appointment of office or volunteer position letter.

Standing Rules Article XI would look like this

## **XI) ARTICLE XI. ELECTION AND APPOINTMENT OF OFFICERS**

### **Section 1**

Further duties and responsibilities for each appointed officer and post volunteers will be defined in an appointment of office or volunteer position letter.

Making your rules look like this

I)                **ARTICLE I. NAME**

The name of this organization shall be AMVETS Frank E. Kitch Post No.000 Inc. and it shall be hereinafter referred to as the Post.

II)               **ARTICLE II. AIMS**

III)              **ARTICLE III. POST ORGANIZATION**

IV)               **ARTICLE IV. MEMBERSHIP**

V)                **ARTICLE V. CONVENTIONS AND CONFERENCES**

VI)               **ARTICLE VI. State Executive Committee (SEC)**

VII)              **ARTICLE VII. DELEGATES TO CONVENTION/CONFERENCE**

VIII)             **ARTICLE VIII. QUORUM**

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XI)              **ARTICLE XI. ELECTION AND APPOINTMENT OF OFFICERS**

**Section 1**

Further duties and responsibilities for each appointed officer and post volunteers will be defined in an appointment of office or volunteer position letter.



## Lets add another rule to Article XI

Section 3.**READS** Nominations for officers shall be entertained at the general monthly meeting one month preceding the annual meeting. The membership of the Post shall be notified of the dates and times for nomination of officers and the election of officers at least 30 days prior to said nominations and election.

### Your Post wants its rule to be:

Section 3.

Notification of upcoming nominations and elections will be posted at the end of the March monthly General Meeting. Nominations for officers shall be entertained at the General Monthly Meeting in April and at the Annual Meeting in May. In the nomination for the position of Post Commander, the individual must have served as an elected official at Post # 000 for at least 2 terms, with one term served as Post #000's Adjutant. Candidates being nominated for office must be present to accept or decline the nomination at the time of the final nomination or provide a current letter of acceptance. *(For example only)*

*If the rule you want to add to does not violate section Art. XI sec. 3 of the UPCBL it can be added. In this case it does not violate it so we will add it Making your rules look like This.*

## **Standing Rules Post #000**

### **I) ARTICLE I. NAME**

The name of this organization shall be AMVETS Frank E. Kitch Post No.000 Inc. and it shall be hereinafter referred to as the Post.

### **II) ARTICLE II. AIMS**

### **III) ARTICLE III. POST ORGANIZATION**

### **IV) ARTICLE IV. MEMBERSHIP**

### **V) ARTICLE V. CONVENTIONS AND CONFERENCES**

### **VI) ARTICLE VI. State Executive Committee (SEC)**

### **VII) ARTICLE VII. DELEGATES TO CONVENTION/CONFERENCE**

### **VIII) ARTICLE VIII. QUORUM**

### **IX) ARTICLE IX. COMMITTEES**

### **X) ARTICLE X. MEETINGS**

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## XI) ARTICLE XI. ELECTION AND APPOINTMENT OF OFFICERS

### Section 1

Further duties and responsibilities for each elected and appointed officer and post volunteers will be defined in an appointment of office or volunteer position letter.

### Section 3.

Notification of upcoming nominations and elections will be posted at the end of the March monthly General Meeting. Nominations for officers shall be entertained at the General Monthly Meeting in April and at the Annual Meeting in May. In the nomination for the position of Post Commander, the individual must have served as an elected official at Post # 000 for at least 2 terms, with one term served as Post #000's Adjutant. Candidates being nominated for office must be present to accept or decline the nomination at the time of the final nomination or provide a current letter of acceptance. *(For example only)*

*Lets add one more to this Article*

Section 4. **READS** Final nominations and the election of officers shall be held at the annual meeting of the Post between May 1 and June 30, in accordance with the procedure in the Standing Rules. National and Department Headquarters shall be notified of the election of new officers by the Post Adjutant within thirty (30) days, no later than July 15, after the said elections have been completed.

**But Your Post would like to do add...**

Section 4.

The election of officers shall be held at the Annual Meeting on the 1st Monday in May. Election will be by ballot and a 3-Person Election Committee will be appointed by the Commander. No one on the Election Committee can be running opposed. The Election Committee will verify that each member who votes is a member of good standing in Post 000. Members will show their membership card to the election committee or Post 000 Provost Marshal in order to receive their ballot. At the close of voting, ballots will be counted by each member of the Election Committee separately with the Adjutant recording each tally. Once all votes are tallied, an announcement will be made of the newly elected officials. *(For example only)*

***Making your rules look like this***

## **Standing Rules Post #000**

### **I)        ARTICLE I. NAME**

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### **II)        ARTICLE II. AIMS**

### **III)       ARTICLE III. POST ORGANIZATION**

### **IV)       ARTICLE IV. MEMBERSHIP**

### **V)        ARTICLE V. CONVENTIONS AND CONFERENCES**

### **VI)       ARTICLE VI. State Executive Committee (SEC)**

### **VII)      ARTICLE VII. DELEGATES TO CONVENTION/CONFERENCE**

### **VIII)     ARTICLE VIII. QUORUM**

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## XI) **ARTICLE XI. ELECTION AND APPOINTMENT OF OFFICERS**

### **Section 1**

Further duties and responsibilities for each appointed officer and post volunteers will be defined in an appointment of office or volunteer position letter. (for example only)

### Section 3.

Notification of upcoming nominations and elections will be posted at the end of the March monthly General Meeting. Nominations for officers shall be entertained at the General Monthly Meeting in April and at the Annual Meeting in May. In the nomination for the position of Post Commander, the individual must have served as an elected official at Post # 000 for at least 2 terms, with one term served as Post #000's Adjutant. Candidates being nominated for office must be present to accept or decline the nomination at the time of the final nomination or provide a current letter of acceptance. *(For example only)*

### Section 4.

The election of officers shall be held at the Annual Meeting on the 1st Monday in May. Election will be by ballot and a 3-Person Election Committee will be appointed by the Commander. No one on the Election Committee can be running opposed. The Election Committee will verify that each member who votes is a member of good standing in Post 000. Members will show their membership card to the election committee or Post 000 Provost Marshal in order to receive their ballot. At the close of voting, ballots will be counted by each member of the Election Committee separately with the Adjutant recording each tally. Once all votes are tallied, an announcement will be made of the newly elected officials. *(For example only)*

There are times when a post rule is not covered under the UPCBL. Such as Post Parking, Building security ect.. These rules can be placed under Article XXIII Standing rules

### **ARTICLE XXIII. STANDING RULES**

Standing Rules may be developed by this Post provided such rules are not in conflict with this Constitution and By-laws, the State Constitution and By-laws, or the National Constitution and By-laws. Post Standing Rules are to be reviewed by the Department Judge Advocate annually or when changes are made.

NOTE: Examples of standing rules are voting procedures, meeting dates and times, committees not listed in the Constitution and By-laws, those who are eligible to receive delegate fees and reimbursement for expenses to attend State meetings, and any other items incidental to this Post that may not be addressed in this document.

## XXIII ARTICLE XXIII. STANDING RULES

### Section 1

There are NO PETS allowed on Post premises. Exception is a working Pet with said Pet's owner.

Outside Parking will be on a first come basis. There is no reserved parking.

Post 000 will not be responsible for any vehicle damage that might occur in the post parking lot.

Any color guard member not attending at least 3 events each year must return his/her uniform to the post upon request of the executive committee.

The Post lilac Bush is for all post members and guests enjoyment. Please limit the amount of flowers cut for personal use.

The Post Standing rules may be changed at any Post General meeting by a majority vote but only after the proposed changes have been posted for all members to see on the posts bulletin board for 30 days along with the announcement of the General meeting time and date in which the vote on the proposed changes will take place.

*(For example only, examples used are from various post standing rules)*



# Adopting Standing rules

Once the committee has completed the preliminary copy of the post standing rules it should be double checked that no rule violates or contradicts the National, Department CBLS or the UPCBL. The committee should also check that no rule violates any National, State or local law or ordinance. Once the rules have been double checked they can be adopted per your posts rules or Roberts rules of Order.

Upon Adoption, Rules should then be submitted to the Department JA for final approval per Article XXII of the UPCBL.

# Adopting Standing rules cont.

Every Post officer should have a copy of the adopted post standing Rules.

Every New member should be shown or given a copy

A copy should be kept in an area where any post member may have access to it. (members cant follow the rules if they don't know what they are)

Standing rules should be reviewed at least 3 times a year.

If you have any question about a standing rule please contact your district Judge Advocate.

