

**Katy Post 9182
Standing Rules
2023 – 2024**

PURPOSE: To provide procedures to follow for conducting day to day activities without a membership vote. These procedures will be updated annually and ratified at the first meeting of the year (July).

Judge Advocate - responsible for the maintenance and annual update of the Standing Rules.

Post Commander – approval authority for scheduling the VFW Hall and is the elected representative of the Post for affairs dealing with city officials and the community.

Note: Only the VFW Post Commander or his/her designated representative may represent, coordinate, and speak for the Post concerning any official business, events, activities, building issues or any other matters involving Post 9182 with the city and surrounding community.

Key Calendar Events

The following calendar events are inherently part of the post calendar, and their successful completion is a priority of the Post.

1)

Katy ISD FFA Livestock Show & Rodeo. (February timeframe)

-sponsored by Cowboys Professional Rodeo Association (CPRA).

-parade a week earlier

2)

Commander's Medal Annual awards and presentation. (March/April timeframe)

- Presentation of Commander's medal, however Commander has discretion to present throughout the year when significant accomplishments are warranted

3)

Memorial Day. (Annually in late May)

- Weekend activities include gravesite placement of flag, distribution of buddy poppies and a formal program of remembrance.

4)

Annual July 4 celebration. (July 4th)

Independence Day program and auction.

5)

Katy Rice Festival. (October timeframe)

Parade a week early.

Run a booth for recruiting new members.

6)

Remembrance of 9/11. (September 11, Patriot Day)

7)

Annual Veterans Day activities. (week leading up to and including 11 November)

8)

Christmas holiday activities honoring veterans. (mid-to-late December)
Includes the annual Post Christmas party with gifts for Hutsell Elementary.

Additionally, there is a requirement for Post involvement in numerous other commemorative events such as Pearl Harbor Day, POW/MIA Day, Operation Iraqi Freedom, etc. There are a total of 23 events in the Texas VFW Department Standard Operating Procedures. An activity must be held with photos and turned into department for credit.

Note: Each activity will be under the authority of a designated chairperson appointed by the Commander.

Expenditures

The Quartermaster (QM) will oversee the development of an annual budget that addresses Post business and expenditures. This budget is due by the first meeting in July of each year.

Routine recurring expenses that do not require a membership vote are as follows:

1) The commander has the discretionary authority to spend upward, but not to exceed \$250.00 per expenditure and not to exceed \$750.00 per month. Limited to these constraints, the commander may delegate this authority to a member to discharge a requirement.

2) The quartermaster has the responsibility and the authority to pay all recurring expenses.

Expenditures must fall under the following categories:

- 1) Emergency expenditure to aid and assist a veteran in distress.
- 2) Morale items to recognize and reward, such as coins, certificates, plaques, VFW store purchases.
- 3) Purchase of minor required items to support our mission, such as banners, canopies, coffee pots, stamps, labels, cards, flowers, and purchases from the VFW store, etc.
- 4) Housekeeping bills, such as clean-up, storage, phone, utilities.
- 5) Administrative support of the Post, such as, stamps, copy costs, letterheads, coffee, etc.
- 6) Purchase of covers, as required, for new officers and 8 copies of the new Podium Edition of National By-Laws annually for all officers.
- 7) The Post will purchase new covers for any new member who attends three consecutive meetings.

Request for Expenditure (RFE) & Other Expenditure Requirements

1)

Post Finance Committee will review all monetary motions and make recommendations to the membership for approval.

2)

A Request for Expenditure (RFE) is only submitted for funds over \$250 and can be submitted by any Post member in good standing.

3)

Expenditure requests must be turned in to the Post Finance Committee at least 10 days prior the monthly business meeting. Failure to submit a request on time will further delay the approval process.

4)

Motions for expenditures for expenditures made at a business meeting will be TABLED until the next Post meeting to allow for this review unless the motion is deemed time-sensitive.

5)

No monetary funds will be approved for any charitable organization unless the appropriate accounting, transparency, and reporting standards in Charity Navigator are met with an acceptable rating

6)

Request for Expenditure (RFE) form and procedure information can be found on the post website.

7)

Emergency expenditure requests will be reviewed by the Post Finance Committee and Commander for approval. Emergency expenditure request is defined as being beyond the originator scope of authority and dictated by other outside parties such as Texas VFW Department and VFW National Headquarters.

8)

Reasonable travel reimbursement costs for the Commander and/or Commander designee, to conduct Post business or to represent the Post at community functions.

9)

A custodial contract is currently in effect for the following: Minor cleaning done weekly at a cost \$65.00 with a major cleaning done monthly at a cost of \$150.00.

10)

Secretarial duties are currently accomplished at a cost of \$500.00 per month. Additional compensation may be authorized by the Commander.

Convention/Mid-Winter/District Meetings

District Meetings: Payment of meal tickets for all attending VFW and Auxiliary is authorized.

State Convention & Mid-Winter:

1) The Post will pay for hotel rooms and travel at \$.50 per mile for the

Commander, Sr. Vice Commander, Jr. Vice Commander, and Quartermaster.
2) Banquet tickets for those attending will be purchased by the Quartermaster and paid in advance.

3) The Auxiliary will cover costs for their banquet tickets.

4) VFW members will be required to submit a no-show check of \$50.00 which will only be cashed if the member is a no-show.

National Convention:

Only registration is paid.

Annual Awards

Commanders Award

– Presented annually with no compensation. Meals for the recipient and one guest is complimentary. This award is open to all members of the Post and the community.

Patriot's Pen Award

– The Auxiliary is charged with this award.

Voice of Democracy Award

– First place will be awarded \$500.00, second place will be awarded \$300.00, and third place will be awarded \$200.00.

Complimentary meals for the winners and their parents will be provided at the Post Awards Banquet.

Citizenship Education Teacher Award

– Open to elementary, middle schools and high schools. Winners of each category will be awarded \$500.00. Complimentary meals for the winner and one guest will be provided at the Post Awards Banquet.

Safety Award, Police, Fire, EMS

– One safety award is given annually.

Recipient will be awarded \$500.00 and a complimentary meal for the winner and one guest will be provided at the Post Awards Banquet.

Scout Award

- (as required)

Sponsorships / Donations

VFW Post 9182 will continue supporting the Katy community through charitable donations and promote other various sponsorship program initiatives that impact Youth, Veterans and families.

Below is a breakout of organizations and monetary donations given on an annual basis:

- Senior ROTC at Mayde Creek High School – \$1,000.00
(Top three graduates receive \$500.00, \$300.00 and \$200.00 respectively to apply toward their future education).
-

Sea Cadets - \$2,000.00 (Training and Field Trips)

- Cub Scouts - \$1,000.00

- Hutsell Elementary Christmas toys & clothing for children - \$2,000.00

The commander will appoint a chairman and committee annually to research appropriate amounts for other charitable organizations such as the following:

- Christ Clinic (Ed Bland Fund) to support their efforts in helping veterans and families - TBD

- Katy Christian Ministry - TBD

- Shriners Hospital for Children Galveston Texas - TBD

- Camp Hope, PTSD Foundation for Veterans - TBD

Peyton Lumpkin,
Commander, Post 9182
Department of Texas
Veterans of Foreign Wars