



BEDFORD COUNTY MEMORIAL VFW POST 5019
1320 East Depot Street
Shelbyville, Tennessee 37160

BYLAWS 2025

POST NO. 5019

VETERANS OF FOREIGN WARS OF THE UNITED STATES

Preamble

These Bylaws were voted on during a regular meeting of active post membership on 02 June 2025. Seventeen members were present and participated in the vote. Fifteen members voted in favor of adoption and two members voted against. Having met the requirements of a 2/3 majority vote, adoption of these bylaws as written was duly accomplished in accordance with VFW National Bylaws and are published to supersede and replace all previous Bylaws of this Post. Specifically, the preceding Bylaws dated 02 October 2017 and any amendments that may have been made and recorded in the Post regular meeting minutes subsequent to that effective date. This document was derived from the VFW National Organization template provided on the VFW National Organization Website and have been reviewed by the District 5, Department of Tennessee Judge Advocate prior to their adoption by a vote of active Post Members.

ARTICLE I

NAME AND LOCATION

Sec. 1. By virtue of charter granted, this Post shall be known as Bedford County Memorial Post No. 5019 Veterans of Foreign Wars of the United States.

Sec. 2. The location of this Post shall be in the City of Shelbyville, County of Bedford, State of Tennessee.

Sec. 3. Post 5019 was initially chartered on December 27, 1945, as Bedford County Memorial VFW Post 5019, Veterans of Foreign Wars of the United States.

Sec. 4. The Post was incorporated on April 5, 1982, by the State of Tennessee, Charter of Incorporation is in the Corporation Record Book, Volume 296, Page 313. The original charter shall be in the custody of the Post Commander.

ARTICLE II

SUBORDINATION

Sec. 1. The supreme power of this association is vested in the National Convention and this Post shall be at all times governed by the Congressional Charter and Bylaws of the Veterans of Foreign Wars of the United States, the Bylaws of the District and Department, orders issued by authority of the National Convention, National Council of Administration, the Commander-in-Chief, the Department Convention, Department

Council of Administration and the Department Commander. Resolutions adopted by the National Convention are held to be lawful orders.

Sec. 2. The object of this Post shall be as set in the National Charter, National Constitution, and By-Laws and Ritual of the Veterans of Foreign Wars of the United States, and as further set forth in these By-Laws.

Sec. 3. Post 5019 will serve the Veterans of Bedford County and their families, assisting any governmental departments, community organizations, charitable organizations and individuals in any capacity which does not conflict with these By-Laws or the regulations governing the Veterans of Foreign Wars of the United States.

Sec. 4. This organization is directly under the subordination of the Fifth District and the Department of Tennessee, Veterans of Foreign Wars of the United States.

Sec. 5. Politically, the Post is non-partisan as required by the National Constitution and By-Laws, Veterans of Foreign Wars of the United States. Use of the Post Home, in accordance with the above, and with these By-Laws, shall not be denied to any political organization on a lease or rental basis provided that scheduling of such event is possible. The Post shall not be rented or leased to any individual or organization who advocates the overthrow of the Government of the United States of America.

Scheduling shall be on an availability basis, (first come-first served). Any political party or candidate shall be required to announce publicly during such event, that the Post Home is being leased or rented for the meeting, and to ask the news media to make note of that fact, and to make the information known in all advertisement of function.

Sec. 6. The Post recognizes an Auxiliary Organization which shall be known as the Auxiliary of Bedford County Memorial VFW Post 5019, Veterans of Foreign Wars of the United States subject to the provisions of Article XI-Auxiliary, of the National By-Laws.

ARTICLE III

MEETINGS

Sec. 1. Place: The regular meeting place of this Post shall be at 1320 East Depot Street, Shelbyville, TN 37160 unless otherwise authorized at an alternate location.

Sec. 2. Time: The regular meetings of the Post shall be held on the 1st Monday of each month, to be called to order at 7:00 p.m.

Sec. 3. The Post may, after at least fourteen (14) days written notice to the District Commander and the members of the Post, change its meeting place, appointed day or time upon a majority vote of the members present and voting at a regular or special meeting called for such purpose.

Sec. 4. Special meetings may be called in accordance with the provisions of the National Bylaws. (Section 203, National By-Laws)

Sec. 5. Quorum: Five members in good standing shall constitute a quorum for the transaction of business.

ARTICLE IV

MEMBERSHIP

Sec. 1. Membership in this Post, eligibility to, application for, acquiring and maintenance of, loss of, and discipline, shall be in accordance with the provisions of the National By-laws.

Eligibility for membership is defined in Section 101 of the National By-Laws. Post 5019 will evaluate application for membership according to the criteria established there.

Sec. 2. The admission fee of this Post shall be payable in accordance with the National Bylaws.

Sec. 3. The dues of this Post shall never be less than the amount required to cover District, Department, and National dues.

Sec. 4. New member dues shall include one dollar (\$1.00) to be paid to Veterans of Foreign Wars, Department of Tennessee.

Sec. 5. The Post may pay dues for members who are financially unable to pay, or for members who are otherwise deserving. Payment for above, however must be approved by the membership at a regularly scheduled meeting. The Post shall pay dues for members in good standing who are on active duty in any branch of the Armed Services without prior approval of the membership.

Sec. 6. All applications for membership shall be processed strictly in accordance with the procedures set forth in Section 102 of the National Constitution, By-Laws, and Rituals.

Sec. 7. Life membership shall be processed in accordance with the above.

Sec. 8. Membership in Bedford County Memorial Post 5019 is a privilege extended to Honorably Discharged servicemen and servicewomen, who served in a foreign war or conflict. Selection or expulsion of members is a matter exercised by Bedford County Memorial VFW Post 5019.

Sec. 9. Members of the Post are entitled to the privileges of the Post. Members shall understand that being a member of Bedford County Memorial VFW Post 5019 is a privilege and not a right. Bedford County Memorial Post 5019 members shall be responsible to abide by the Post By-Laws which bind all members to one another.

ARTICLE V

ELECTION AND DUTIES OF POST OFFICERS

Sec. 1. Eligibility to, nomination, election or appointment, installation, and term of office shall be in accordance with the provisions of the National By-laws (Section 217).

Post 5019 will conduct the officer nomination process in the month of March by open vote, unless a ballot system is chosen, of Post membership at the Post regularly scheduled meeting.

Post officer election will occur by open vote, unless a ballot system is chosen, of the membership in the month of April at the Post regularly scheduled meeting. A majority vote of all votes cast, except where otherwise designated, shall be necessary to elect. If there be no election on the first ballot, the name of the member receiving the lowest number of votes shall be dropped and so on in successive ballots until an election is made.

If irregularities are claimed with respect to the election to any office, such challenge must be made prior to the close of the meeting.

The Post Commander-Elect will select the installing officer who holds or has held a rank at least as high as that of Post Commander. Post officers shall be installed in their respective offices prior to the convening of the Department Convention but shall not assume their duties until the Department Commander is installed.

Post 5019 will swear in newly elected officers at the end of the regularly scheduled post meeting in the month of June each calendar year.

Newly elected officers will assume duties at the regularly scheduled monthly Post meeting in July of each calendar year.

Sec. 2. The Post shall elect the Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, and three Trustees (one each calendar year). The Commander shall appoint an Adjutant, Chaplain, Judge Advocate, and may appoint an Officer of the Day, Surgeon, and Post Service Officer.

Sec. 3. Elected Officer Chair succession to the position of Commander should begin with election to Junior Vice Commander; sequentially advancing annually upon valid nomination and election to the positions of Senior Vice Commander and then Commander.

This progression allows for members to gain knowledge and experience in the by-laws and procedures of the Post prior to assuming the most demanding leadership position of Post Commander.

The preferred method of progression does not prevent members from choosing to replace the Post Commander, Post Senior Vice Commander, or the Post Junior Vice Commander for any reason through the nomination and election process. When

membership desires to change the method of progression, members may nominate any member in good standing for any or all three senior leadership positions within the post.

Vacancies in all elected positions in office may be declared due to incapacity, resignation, or removal from office and shall be filled in accordance with the provisions of the National, Department, District, and Post By-Laws. (Section 220, National By-Laws)

Sec. 4. The duties of all officers shall be those prescribed by District, Department and National By-laws, lawful orders, and as the Post may direct and these By-laws may provide. (Section 218, National By-Laws)

Sec. 5. As attendance at meetings of the Post Membership is an important part of each Officer's duty, it is hereby directed that a vacancy shall exist if any Officer shall miss more than two (2) consecutive meetings without being excused by the Post Commander for good cause. The vacancy caused by such a situation shall be filled in accordance with VFW regulations, within thirty (30) days after such vacancy occurs. Any vacancy declared thereunder by the Post shall be in full compliance with the provisions of Section 220 of the National By-Laws and Manual of Procedure to include the provision that seven (7) days' notice shall have been given to such Officer of such proposed action and provided that such action is approved by the Department Commander.

ARTICLE VI

COMMITTEES AND DUTIES

Sec. 1. All Committees and their chairmen, unless otherwise provided shall be appointed by the Commander as promptly as possible after election to office, and as such shall serve at his/her will and pleasure. The Post Quartermaster, by virtue of office shall be treasurer of all committees handling funds.

Sec. 2. The duties of standing committees, and/or special committees, shall be as set forth in the National Constitution, By-Laws, and Rituals of the Veterans of Foreign Wars of the United States, or by other instructions as may be set forth in these By-Laws.

Sec. 3. General Committee Responsibilities:

(a) Committees shall be composed to accomplish tasks specific to the purpose defined by the Post Commander in accordance with these by-laws.

(b) The Committee shall be responsible for the planning, preparation, and execution of actions within the committee's area of responsibility.

(c) The Committee Chair shall report to the body of members the status of committee projects at each regularly scheduled meeting and when otherwise deemed appropriate.

(d) Committee Chairman may request through the Post Commander and Quartermaster, expenditures of available funds for necessary operation of committee

responsibilities, provided that the total amount so expended between any two regular meetings shall not exceed an amount previously established by the Post.

(e) All monies received or expended by the Committee through authorized activities or other sources shall be received from or deposited with the Post Quartermaster.

(f) All expenditures executed by the Committee shall be made only by regular voucher and drawn by the Quartermaster in accordance with these By-laws. Likewise, all income coming into the possession of the committee or to an event manager shall be delivered to the Quartermaster for deposit into the post accounts.

(g) The Post may adopt such further rules and regulations governing the conduct of these committees as do not conflict with the provisions of this Article. Such rules and regulations shall only become effective upon their approval by a majority vote of members present and voting at a regular or special meeting called for that purpose; at least thirty (30) days' notice in writing having first been given to all members.

Sec. 4. The authorized Standing Committees of Post 5019 shall be as follows:

(a) Administration Committee

1. The Administration Committee shall consist of one Committee Chairman, one member acting as committee treasurer, and a minimum of three additional voting members.

2. The primary responsibilities of the Administration Committee shall be to:

- a. Develop the Post Annual Budget.
- b. Conduct feasibility and cost analysis of proposed expenditures.
- c. Develop plans to solicit funds through donation and present the plan to members.
- d. Recommend updates to Post By-Laws.
- e. Present proposed expenditures to membership for discussion and approval by the Post Commander at regular or special called meetings.
- f. In coordination with the Post Committee, recommend terms of use and fees for the rental or use of Post property or equipment.

3. The Committee Chair will establish the committee meeting schedule, agenda, and assignment of responsibility within the committee.

4. The Committee Chair will present a committee report including committee meeting attendance, during regularly and special called meetings of Post membership.

5. The Committee Chair will appoint a recorder who will keep a written record of Committee discussions, decisions, and activity at each committee meeting.

(b) Membership Committee

1. The Membership Committee shall consist of one Committee Chairman, one member acting as committee treasurer, and a minimum of three additional voting members.

2. The primary responsibilities of the Membership Committee shall be:

a. Develop plans and make recommendations concerning recruiting new members.

b. Contacting and encouraging inactive members to reengage with the organization.

c. Plan and execute membership recruiting events.

d. Coordinate with other Veteran Service and Community Organizations for leads on potential new members.

e. Use available print, broadcast, and social media to tell the VFW's story.

f. The committee will also review applications for new membership or transfer of existing membership and recommend approval or denial to membership at a regular or special called meeting.

3. The Committee Chair will establish the committee meeting schedule, agenda, and assignment of responsibility within the committee.

4. The Committee Chair will present a committee report, including committee meeting attendance, during regular and special called meetings of Post membership.

5. The Committee Chair will appoint a recorder who will keep a written record of Committee discussions, decisions, and activity at each committee meeting.

(c) Post Committee

1. The Post Committee shall consist of one Committee Chairman one member acting as committee treasurer, and a minimum of three additional voting members.

2. The primary responsibilities of the Post Committee shall be:

a. The Post Committee Chairman will be the Post Commander's designated representative to evaluate requests by individuals or organizations to rent or use Post property.

The Post Committee Chair is authorized to receive communication from individuals or organizations requesting to Rent or Use Post property.

The Post Committee Chair will utilize a Rental/Usage Request Form to collect the necessary information required to evaluate a usage request.

The Post Commander will make the final decision to approve or deny rental or usage requests by any individual or organization requesting to rent or use Post property after evaluating that all Post Rental or Usage requirements have been satisfied.

All individuals or organizations will be required to purchase an event insurance policy covering the dates of rental or usage at their own cost prior to the scheduled dates of usage and after the date the rental or usage agreement is signed, or the request will be denied or cancelled.

b. Develop and implement a plan to maintain the cleanliness and upkeep of the Post quarters and equipment.

c. Recommend expenditure of Post funds for repairs and supplies provided necessary for the upkeep of Post property.

d. The committee will develop a plan and estimate costs for replacing or upgrading elements of the Post facility such as roofing, flooring, lighting, paint, kitchen appliances, bathroom fixtures, and furniture.

3. The Committee Chair will establish the committee meeting schedule, agenda, and assignment of responsibility within the committee.

4. The Committee Chair will present a committee report, including committee meeting attendance, during regular and special called meetings of Post membership.

5. The Committee Chair will appoint a recorder who will keep a written record of Committee discussions, decisions, and activity at each committee meeting.

(d) Operations Committee

1. The Operations Committee shall consist of one Committee Chairman, the Post Quartermaster acting as committee treasurer, and a minimum of three additional voting members.

2. The primary responsibility of the Operations Committee shall be to plan, identify necessary resources, prepare for, and execute all official events authorized, sponsored, and/or conducted by the Post and its members.

a. The Committee Chair has the authority to appoint, suspend, or terminate an event manager selected from active Post members, who possesses the skills and experience necessary to effectively manage an authorized event.

b. Event managers must be an active member in good standing and must agree to obey all reasonable instructions from the Committee, account for all money or property received in accordance with organizational by-laws and must inform the Committee Chair of all facts which materially affect event operations.

c. Any appointment of an event manager by the Committee Chair must be approved by a majority vote of membership at the next regular meeting of all Post members.

d. Elected Officers of the Post are not authorized to act as Event managers under any circumstance. This requirement is intended to prevent any potential conflict of interest.

e. The Committee will specify event manager responsibilities in accordance with these By-Laws. Event managers will coordinate activities with the Committee Chair on matters of costs, acquisition of supplies, maintenance, services, and equipment repair or replacement of necessary items specific to the event. All expenditures must be approved by voucher and the voucher must be signed by the Post Commander, Adjutant, and Quartermaster prior to being executed.

f. Event Managers will report to the Operations Committee Chair for all matters related to the event.

g. Event Managers are not authorized to hire paid employees to provide labor or services for any Post authorized or sponsored event unless specifically approved by the Operations Committee Chair and brought to a vote of Post members at a regular or called special meeting.

h. The Operations Committee Chair and event manager shall ensure that all authorized paid employees, who have been duly approved by membership, understand their duties and conditions of employment such as, compensation, terms of employment, work schedule, limitations of indemnity in which the employee is not at fault, and injury in the course of employment.

3. The Committee Chair will establish the committee meeting schedule, agenda, and assignment of responsibility within the committee.

4. The Committee Chair will present a committee report, including committee meeting attendance, during regularly and special called meetings of Post membership.

5. The Committee Chair will appoint a recorder who will keep a written record of Committee discussions, decisions, and activity at each committee meeting.

ARTICLE VII

CONTROL OF SUBSIDIARY UNITS

Sec. 1. Any activity, unit, food booth, or clubroom sponsored, conducted or operated by the Post, incorporated separately from the Post or unincorporated, shall be at all times under the direct control of the Post and the duly elected Post Commander.

Sec. 2. All funds derived from any of the above shall be in the custody of the Post Quartermaster and duly recorded in the Post financial ledger.

Sec. 3. All money, property and assets of every kind as well as all records in connection therewith used, held and owned by any of the above activities is the property of the Post and must be placed in the care and custody of the Post Quartermaster.

Sec. 4. The Veterans of Foreign Wars Auxiliary and Military Order of the Cootie are governed by Articles XI and XII respectively of the National Bylaws and Manual of Procedure of the Veterans of Foreign Wars and their respective Bylaws, rules and regulations.

Sec. 5. The Auxiliary to this Post, as heretofore organized and now existing, is recognized in its entity by this organization, and its continued entity is hereby sanctioned as long as such Auxiliary pursues the purposes and objects of the Auxiliary in accordance with the National By-Laws, Ritual, Rules and Regulations of the Auxiliary and fully complies with the Congressional Charter, By-Laws and Manual of Procedure of the Veterans of Foreign Wars of the United States and the By-Laws of the Department, District, Post and Orders of the Council of Administration.

ARTICLE VIII

EXPENDITURE OF FUNDS

Sec. 1. Expenditure of funds shall be made only after prior authorization by the Post Commander and on proper voucher drawn by the Adjutant and approved by the Commander and executed by the Post Quartermaster. All checks for the expenditure of Post funds shall be numbered in sequence, the number of each check to correspond with the voucher authorizing the same. All expenditures must be made using acceptable banking practices. All disbursement vouchers and checks expending Post funds shall bear the signature of the Post Commander and Quartermaster.

Sec. 2. The adoption of this Article shall constitute authorization by the Post for the payment of bills, when and as due, for monthly rental, public utility service, postage, janitor service, and for janitor's supplies and minor emergency repairs authorized by the Post Committee, provided that the amounts to be paid shall have been previously established by the Post.

Sec. 3. No other payment or expenditure shall be made except on the specific authorization of the Post Commander in each and every case utilizing the procedure detailed above.

ARTICLE IX

COMPENSATION

Sec. 1. No compensation shall be paid to any officer of this Post for their services as such officer, except as hereafter may be provided.

Sec. 2. For services rendered, the Post may, by majority vote, pay the annual dues of any member in good standing as may be determined and specified by vote of the Post.

ARTICLE X

FUNDRAISING PROMOTIONS/SOLICITATIONS

Sec. 1. This Post shall solicit funds or donations only by prior vote of the members agreeing to the proposition. It shall not solicit funds or donations or otherwise engage in fundraising activities or projects outside the immediate geographical area or community of the Post.

Sec. 2. This Post shall not enter into any agreement with a promoter for the purpose of raising funds unless the said promoter shall have first furnished a good and sufficient surety bond in a principal sum sufficient to give the Post ample protection in the particular circumstances. The said bond shall be subject to the approval of the Post Judge Advocate, bear the endorsement of the Post Commander and be kept in the possession of the Post Quartermaster. The bond will be conditioned on the payment to the Post Quartermaster of all monies due the Post as a result of the solicitation within thirty (30) days of the close of the campaign.

If the promoter has made satisfactory settlement within the thirty-day period, then surety will be determined to be discharged, otherwise the bond will remain in full force and effect.

Sec. 3. If the bond cannot be furnished, then all collections shall be made by the members of the Post sponsoring the campaign or entertainment and said funds shall be paid to a bonded officer of the Post who shall hold the funds in their custody pending proper pro rata distribution.

Sec. 4. Fundraising organizations or individuals conducting solicitations, activities or projects for a profit shall not be engaged or used by the Post for such purpose unless such engagement is made by written agreement between the Post and the organization or individuals providing those services.

Sec. 5. No solicitations or ticket sales shall be permitted in the Post quarters or at socials or meetings unless such solicitations or ticket sales shall have been previously approved by the Post membership.

ARTICLE XI

MISCELLANEOUS

Sec. 1. Every member of this Post shall keep the Post Adjutant and Quartermaster advised of their current address by promptly reporting any change of same.

Sec. 2. One copy of these Bylaws shall be issued to each elected and appointed officer of this Post. The By-Laws will be prominently displayed in the Post for all members to access.

Sec. 3. In all Post procedures not provided for by the Congressional Charter and Bylaws or these Bylaws, Robert's Rules of Order, Newly Revised shall be the authority, and it

shall be the duty of the Judge Advocate, in an advisory way, when called upon to do so by the Post Commander to advise the Post Commander on the proper rule(s).

ARTICLE XII

SPEECHES AND ORDERLY BEHAVIOR

Sec. 1. Orderly behavior standards shall be adhered to by all members and guests to create an atmosphere which contributes to the safety of other members and guests.

Sec. 2. Any non-compliance with rules or orderly behavior will result in sanctions. Such sanctions have been determined by members to be essential in maintaining an atmosphere without fear of injury to members or guests.

Sec. 3. The Post Commander or authorized representative conducting the meeting may, at their discretion, recognize a member to speak. When a member wishes to address the membership, the member will stand or raise a hand to be recognized, then state the reason and request the permission of the Post Commander to speak.

Sec. 4. No member will be permitted to speak on any one subject (Pro or Con) more than twice; and the first time no longer than five (5) minutes, and the second time no longer than three (3) minutes, with the exception of a committee report and recommendations and visiting guests who have a message to impart.

Sec. 5. As the moderator of the meeting, the Post Commander retains sole discretion to end discussion on any matter brought before the membership and refer discussion to the appropriate committee, table discussion, or suspend discussion pending further inquiry.

ARTICLE XIII

AMENDMENTS

Sec. 1. These Bylaws shall become effective after adoption by this Post and after review by the Commander of the District, Department and Commander-in-Chief of the Veterans of Foreign Wars of the United States.

Sec. 2. These Bylaws may be amended by the Post by a two-thirds vote of the members present and voting at a meeting, provided each member had been notified at least twenty (20) days in advance and upon request provided a copy of the proposed amendments.

Sec. 3. Wherever these Bylaws or subsequent amendments may be found to be in conflict with the present or any future Department or National Bylaws, the latter shall prevail and be binding upon this Post as though written herein.

ARTICLE XIV**FINANCIAL MANAGEMENT REQUIREMENTS**

Sec. 1. The Post Quartermaster is the responsible party for making a financial report to members and leadership at each regular or special called meeting. The Quartermaster's Report during a regular or special called meeting will detail the current total expenditures for the reporting period, total income during the period, and final account balances for the reporting period.

Sec. 2. In addition to the regular meeting requirement, the Quartermaster will provide a detailed line-item accounting report to the Post Commander and Trustees at least once monthly and when otherwise requested by the Commander. The report will be detailed and include all amounts of money expended and for what purpose accompanied by the approved voucher, as well as all monies received and the name of the source.

Sec. 3. Property, money and business methods shall be safeguarded to protect the welfare and interests of all members. All records, vouchers, bank statements, receipts, invoices, and other financial documents must be preserved and securely stored for access by the Post Commander and Quartermaster at any time.

Sec. 4. Any member, officer, or employee who engages in or commits gross negligence or criminal activity shall be held legally accountable. Sanctions to include dismissal and civil or criminal proceedings may be initiated against them.

These Bylaws were adopted, subject to the review of the District, Department Commander and the Commander-in-Chief of the Veterans of Foreign Wars of the United States on this 2nd day of June, 2025, at a regular meeting of this Post.

Post No. 5019 Bedford County Memorial Chapter

Veterans of Foreign Wars of the United States

ATTEST:

Adjutant _____.

DAVE PLUMLEY

Commander _____.

JIM PAINTER