

Motion Book

Delaware Veterans Post No. 1

The contents of this Motion Book contain motions, other than By-Laws presented and accepted by the Post Membership.

These rules may be changed or deleted by introducing a motion at any General Membership Meeting and subsequent acceptance by the Membership.

Guidelines for Motion Book:

- a. All Post motions other than By-Laws are to be kept in a reference book known as 'Motion Book Delaware Veterans Post #1' twelve (12) copies are to be kept current, a file copy, the Post Secretary's copy, which is to be present at all Post meetings, copy displayed in the Post entrance foyer, and Bar area for membership review and information and 8 copies for Executive Board members.
- b. An index of all current motions is to be updated by the Post Secretary when motions are added or deleted. Said index is to be placed in all current copies.
- c. All officers should familiarize themselves with the contents of Motion Book at the beginning of their terms.

Motion Book

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The following may be deleted or amended by recommendation of the Executive Board or at a regular membership meeting.

1.		Conduct Guidelines
2.		House Rules
3. Motion	03/30/88	Del Vet of The Year (Amended 11-7-07 – 10-1-08)
4. Motion	12/29/82	Liquor Control Commission Administrator of Bar & Liquor Sales
4. Motion	04/25/83	Employee Tax Withholding Policy
4. Motion	12/28/83	Christmas Eve & Christmas Parties For Members & Spouse Only
5. Motion	12/28/83	Guidelines For Post Officers – Dues, Drinks, Post Functions
5. Motion	04/03/85	Post Meeting Night Guidelines
5. Motion	01/28/87	Audit of Operating Procedures
6. Motion	02/24/87	Capital Improvement /Emergency Repair Fund
6. Motion	04/29/87	Provide Home Inc. with Copy of Executive Board Meeting Minutes
7. Motion	01/27/88	Verification of Post Boundaries & Identification
7. Motion	02/24/88	Include Applicants in Newsletter
7. Motion	11/30/88	Re-Hiring of a Dismissed Employee
8. Motion	11/30/88	Reviewing Election Results Procedure
8. Motion	12/07/88	Commanders Gavel
8. Motion	01/25/89	Vending Machines In Game Room
8. Motion	08/02/89	Purchases of Bar Stock For Off Site Consumption
9. Motion	09/27/90	Post Hours of Operation
9. Motion	12/23/91	Handicap Parking Spaces
9. Motion	02/05/92	Complimentary Drinks
10. Motion	04/01/92	Plastic Cups used For Bought Drinks In Lounge
10. Motion	04/01/92	Files For Membership
10. Motion	08/26/92	Bid Procedures
11. Motion	03/01/95	25 – Year Pin For Continued Membership
11. Motion	11/06/96	Recognition for 40 – Year Membership
12. Motion	06/05/96	Deceased Names on Memorial Stone
12. Motion	06/04/97	Smoking Policy General Membership Meetings
13. Motion	04/29/98	Use of Ballroom for Funerals of Members and Their Family’s
13. Motion	03/31/99	Covered Dish Function Charge
13. Motion	08/04/99	Committee To Take Charge of Post Functions
13. Motion	10/06/99	Authority of Closing Post During “State of Emergency.”

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14. Motion	10/27/99	Termination of Bonus
14. Motion	11/22/99	Use of Preprinted Rental Contract by Rental Chairman
14. Motion	05/02/01	Procedure For Lowering of Flag to Half Mast (Amended 9/4/02 – 11/3/10)
15. Motion	05/02-02	Treasurer-Elect Alternate Check Signer
15. Motion	09/04/02	Past Commanders Exempt From Paying Dues
15. Motion	05/03/06	Post Permanent History Books
15. Motion	05/02/07	Defining of a Session as in Roberts Rule of Order
16. Motion	05/02/07	Tabling Motions Which Impact The Total Membership or Viability of the Post
16. Motion	07/11/07	Smoking Policy
16. Motion	10/01/08	Change Name of Del Vet of the Year
17. Motion	10/06/10	<u>Motion To Close Associate Membership For Four Month To Study, Post Home Capacity and Parking Shortage</u>

Copies to: Secretary
Post File
Foyer
Bar
Executive Board Members (8)

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Conduct Guidelines

The guidelines set forth in this Code of Conduct are based on the By-Laws of Delaware Veterans Incorporated to maintain the highest possible standards of ethical conduct.

These guidelines will not provide an answer to every ethical problem that might arise; however, combined with some basic house rules, each member can apply his/her own good sense of personal ethics.

OFFENSES, WHICH WILL RESULT IN AUTOMATIC SUSPENSION AND/OR ULTIMATE DISMISSAL.

- A. Physical Violence to members and/or property.
Any physical contact such as fighting, pushing, slapping, throwing objects or deliberately damaging property will qualify as physical violence.
- B. Stealing.
Unauthorized removal of any post assets or those of members and guest while on Post property.
- C. Utilization and/or Selling of Illegal Drugs on Post property.

ABUSIVE LANGUAGE

Consideration of others who may not appreciate abusive language should be every member's responsibility. In a mixed crowd loud and abusive language is offensive and not acceptable. When politely warned by the Officers, Sergeant-at-Arms, bartenders, and/or another member, please have the courtesy to apologize and/or cease. Continued flagrant and persistent use of abusive language will result in being escorted out of the Post Home. Written reprimand or suspension will follow.

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House Rules

Lounge and Game Room

Guest must be accompanied by a member, and signed in at the door.

Guest Participation in Game Room

Guest cannot gamble.

Borrowing Post Assets

Any request to borrow Post asset must be approved by the house committee Chairperson, an elected officer, or bartender. Assets must be logged out and in.

Authority of Bartenders

It is the bartender's responsibility to judiciously administer the Conduct Guidelines and House Rules, while on duty. This shall be done quietly, politely and in private so as to provide a minimum amount of embarrassment to the party involved. If openly confronted by the individual advise any elected officer present and deal with the situation as required.

A bartender may refuse to serve a customer if, in his/her opinion the customer has had enough to drink. Go thank the bartender the next day for doing you a service.

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Amended October 1, 2008
November 7, 2007
September 4, 2002
March 30, 1988
December 10, 1973E-Board

Delaware Veterans Post #1 Member Of The Year

“Delaware Veterans Post #1 Member Of The Year” awarded annually to an individual selected by the membership at the December meeting. This award is in recognition of the recipient’s outstanding achievement and dedication to the Post.

The member of the year will have the right to attend all Post functions free of charge; this includes honoree and his/her spouse. Honoree will not be required to pay annual dues for the year of this award.

Commander would not be eligible for this award.

A motion to amend the Motion Book on how the Delaware Veterans Post #1 Member of the year of the year is selected, starting with the election of Delaware Veterans Post #1 Member of the year for 2008.

The Motion was:

1. All nominations must have a written biography or resume of why you are nominating this member for Del Vet of the Year.
2. The Chairperson must receive all biographies or resumes before the beginning of the November meeting of that year.
3. The Chairperson will present all written biographies/resumes for Del Vet of the Year to the membership in a ballot form to be voted on by the membership.
4. Ballots are to be counted by the election committee and announced at the December meeting.
5. A Plaque will be presented to Del Vet of the Year at the January General Membership meeting by the Chairperson.

The motion was seconded and there was some discussion as to who would be allowed to vote for the Del Vet of the Year. It was decided to refer this subject to the E-Board. The motion was placed before the membership and it passed by a vote of 27 for and 12 against.

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December 29, 1982 E-Board

Liquor Control Commission Administrator of Bar and Liquor Sales

Disparity in Bar and Liquor income and expense was discussed in detail. The Executive Board unanimously approved the establishment of the Liquor Control Commission to function as an authority in administering Bar and Liquor sales.

April 25, 1983E-Board

Employee Tax Withholding Policy

All employees, (bartenders, cleaning, etc.), will have Federal, State and Social Security withholding taxes taken out of their pay checks and reported to the IRS.

December 28, 1983 E-Board

Christmas Eve and Christmas Parties For Members and Spouse Only

Christmas Eve and Christmas parties are for Del Vet's Post #1 members and their spouse or if single guest only. No other member of the family will be included. This will be strictly enforced.

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December 28, 1983 E-Board

Guidelines For Post Officers - Dues, Drinks, and Post Functions

Guidelines set up for Officers of the Post:

Commander: Membership free, drinks for Commander only free, all Post functions for Commander and spouse free.

Treasurer: Membership free, drinks free.

Post Attorney: Membership free.

September 4, 2002 Regular Meeting

Post Meeting Night Guidelines

All Post activities shall be suspended during regular meetings. Including the closing of the bar.

Everyone present shall attend the meeting or vacate the building.

All attendees are to be seated in chairs provided.

January 28, 1987 E-Board

Audit of Operating Procedures

The Audit Committee found that our written operating procedures are very good and suggested that any procedural changes are to be approved by the Executive Board before they are implemented.

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Amended September 4, 2002
February 24, 1987 E-Board

Capital Improvement/Emergency Repair Fund

On November 10, 1982 the Post membership approved the establishment of an Emergency House Fund. This fund was established to pay the cost of repairs of any unforeseen breakdowns.

In 1997 the fund's name was changed to Delaware Veterans Inc., Post No. 1 Capital Improvement Fund.

The Capital Improvement Fund:

Fund is funded annually by placing five (5) dollars for each dues paying member as of 12/31 of each year into fund and placement of other Post funds by recommendation of the Executive Board.

The Treasurers monthly report states the total amount in this fund. Of the amount in this fund \$20,000 shall be held in reserve for any unforeseen emergency repairs to Post property.

An emergency to be defined as an unforeseen cost for a problem, which if not corrected, would adversely affect the Post's operation.

April 29, 1987 E-Board

Provide Home, Inc. with Copy of Executive Board Meeting Minutes

Home Inc. shall be furnished a copy of all Executive Board meeting minutes.

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January 27, 1988 E-Board

Verification of Post Boundaries and Identification

The incoming Commander is to be familiar with the Post property boundaries. The Commander and the President of "Home Inc." should walk the boundaries every year with the Executive Board members.

Annually the grounds committee chairman is responsible for keeping the boundary markers identifiable.

February 24, 1988 E-Board

Include Applicants in Newsletter

The names of all applicants for membership are to be published in the Post monthly newsletter.

Amended September 4, 2002
November 30, 1988 E-Board

Re-Hiring of a Dismiss Employee

Anyone dismissed from any position in this Post, in order to be considered for rehiring, must receive unanimous approval from the Executive Board for that consideration.

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November 30, 1988 E-Board

Reviewing Election Results Procedure

A candidate wishing to review election results, as far as vote count, may go to the Post Secretary, who holds said results for a seven day period before disposing of them, and request to review same.

December 7, 1988 Regular Meeting

Commanders Gavel

Del Vets Post #1 will purchase a gavel for the incoming Commander. This gavel will be presented by the outgoing Commander at the conclusion of his/her term of office.

January 25, 1989 Regular Meeting

Vending Machines In Game Room

Vending machines are not to be placed in the Game Room.

Amended September 4, 2002
August 2, 1989 Regular Meeting

Purchase of Bar Stock For Off Site Consumption

Post Members may purchase any bar stock including beer, if available, on a cash basis.

There will be no minimum to off site sales.

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Amended September 4, 2002
September 27, 1990E-Board

Post Hours of Operation

Hours of operation of the Post lounge:

Open Monday thru Friday at 3 pm. Saturday and Sunday open at 12 noon.

Closing will be at 1 am.

Bartenders have the right to close early due to lack of business. However the lounge will stay open until the hours stated above so long as there are customers present and will not close before 11 pm Sunday thru Thursday and 11:30 pm on Friday and Saturday.

Amended September 4, 2002
December 23, 1991 E-Board

Handicap Parking Spaces

Handicap parking spaces are for persons who are handicapped and have authorized Handicap parking permits. Illegal parking in these spaces will not be tolerated. Unauthorized vehicles parked in Handicap parking spaces will be towed at owner's expense.

Amended September 4, 2002
February 5, 1992 E-Board

Complimentary Drinks

Complimentary drinks will be at the discretion of the Commander or his/her appointed representative.

All Complimentary drinks are to be rung up on the cash register.

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Amended September 4, 2002
April 1992 E-Board

Plastic Cups Used For Bought Drinks In Lounge

Small Plastic Cups are to be used in the lounge area for drinks bought by others. Plastic Cups are not to leave the lounge area, (lounge area includes Lounge, Game Room and Deck). If cups do leave the lounge area the Bartender will not accept them.

April 1, 1992 E-Board

Files For Membership

All applications for membership whether for veteran or associate shall be retained in membership files.

Amended August 7, 2010 E-Board
August 26, 1992 E-Board

Bid Procedures

Only one (1) bid for work required for work up to \$6,000.00. Three (3) bids needed for all work over \$6,000.00 .

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March 1, 1995 E-Board

25-Year Pin For Continued Membership

The Executive Board voted unanimously to adopt a new policy honoring members with long service to Post. It will read as follows:

A member in good standing who has attained 25 consecutive years of membership in the Delaware Veterans Post #1 organization shall, in the 25th year, be presented with a service pin and have name placed upon a 25 year Member Plaque to be appropriately displayed in the Post Home.

November 6, 1996 E-Board

Recognition For Forty (40) Year Membership

The following policy was adapted to honor our forty-year members:

A member who attains 40 years of continuous service to the Delaware Veterans Post #1 shall receive a letter of congratulations, a 40-year Pin and Permanent Plastic Membership Card. If practical, it should be hand delivered by the Commander and/or the Membership Chairman.

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Amended September 4, 2002
April 7, 1999

Deceased Names on Memorial Stone

Memorial Stone Motion

The Memorial Stone in front of the Memorial Wing is reserved for deceased veteran members.

Deceased members who would have their names inscribed on Memorial Stone:

1. Any past Commander.
2. Any Veteran who is an active member, in good standing at the time of death.
3. A former veteran member who was active for ten years and was elected to a major office (other than Commander) or chaired a major committee.

To honor our active Non Veteran members a plaque hangs inside the Memorial Wing honoring our deceased associate members with their names along with an inscription stating Delaware Veterans, Inc. honors the following deceased associate members for their faithful service to our organization.

June 4, 1997 Regular Meeting

Smoking Policy General Membership Meetings

Effective July 1, 1997, smoking will be prohibited in the Ballroom during Membership Meetings.

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April 29, 1998 E-Board

Use of Post Ballroom for Funerals of Member and Families

Post policy gives the use of the Post Hall with two (2) hours open bar to deceased member or member's deceased spouse, his/her children and parents.

March 31, 1999 Regular Meeting

Covered Dish Function Charge

A charge of five (5) dollars per family will be assessed when the Post has a covered dish event, such as Memorial Day, 4 July, Labor Day, etc.

August 4, 1999 Regular Meeting

Committee to Take Charge of Post Functions

At the April General Membership meeting, annually, the Commander shall appoint a committee from the floor to take charge of Post events such as Memorial Day, 4 July, and Labor Day.

October 6, 1999 Regular Meeting

Authority of Closing Post During "State of Emergency" Declared By Governor

Whenever the Governor declares a "State of Emergency" as a result of a natural disaster, i.e. flood, Hurricane, blizzard, etc. any voting member of the Executive Board will have the Authority to close the Post for normal business activity during such "State of Emergency."

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October 27, 1999 Regular Meeting

Termination of Bonuses

No one shall receive a Bonus.

November 22, 1999 Regular Meeting

Use of Preprinted Rental Contract by Rental Chairman

Rental Chairman shall be required to use the preprinted rental contract for all rentals.

Amended November 3, 2010 Regular Meeting

Amended September 4, 2002

May 2, 2001 Regular Meeting

Procedure For Lowering of Flag to Half-Staff

Upon notification of the death of a Post Veteran member the Post flag will be lowered to half-mast for current Veteran members of the Post only. The flag will be raised after their funeral services or no less then 7 days after notification of their death.. The flag will be lowered to half-mast for any Past Commander who may not be a current Post member at the time of their death.

For all members a wreath, banner or similar symbol will be placed in the area of the Post entranceway to alert membership of the death of a Post Member. The wreath, banner or other symbol will be removed after the Post member's funeral services or 7 days after notification of their death.

The Chaplain or a Post member will post the name of the deceased member's name on the foyer bulletin board upon notification.

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May 2, 2002 Regular Meeting

Treasurer-Elect Alternate Check Signer

Treasurer-Elect is authorized to sign checks in the absence of the Treasurer.

September 4, 2002 Regular Meeting

Past Commanders Exempt From Paying Dues

In recognition of the time and responsibilities involved in being a Commander the Membership, at the recommendation of the Executive Board, passed a motion exempting all Past Commanders from paying annual dues, for life, beginning in 2003.

May 3, 2006 Regular Meeting

Post Permanent History Books

Post History Books, compiled by Mary Alice Budd, are to be on Permanent display in their appointed place in the Post Home. No one shall add to or remove anything from these history books for any reason whatsoever.

If anyone wishes to add to this visual history of the Post, he/she should contact a member of the Executive Board who shall notify the proper authority for requested change.

May 2, 2007 Regular Meeting

Defining of a Session as in Roberts Rule of Order

A session as defined in Roberts Rule of Order shall be the term of the current E-Board for Delaware Veterans Post #1.

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May 2, 2007 Regular Meeting

Tabling Motions Which Impact The Total Membership Or Viability of the Post

Motions made during General Membership Meetings of Delaware Veterans Post #1 that are considered to impact the total membership or viability of the Post may be postponed one time by the Commander for two subsequent General Membership Meetings. The Commander may also require that in the best interest of the membership that the motion be put into writing. This will allow the opportunity to advertise the motion to the general membership.

July 11, 2007 Regular Meeting

Motion To Ban Smoking In Area's Of Post Home

Four (4) Motions were made at the May 2007 General Membership Meeting of Delaware Veterans Post #1 these motions were:

- The Smoking of Cigars or Pipes be banned everywhere inside the Post at all times.
- That all forms of smoking be banned in the Rental Hall, including all Rentals and Post Functions.
- That all forms of smoking be banned in the Game Room at all times.
- That all forms of smoking be banned in all restrooms at all times.

All four (4) smoking ban motions passed by a majority vote by the membership and placed into effect immediately.

October 1, 2008 Regular Meeting

Motion To Change The Name Of Del Vet Of The Year

Motion presented and passed to change the name of our member of the year award from **Del Vet Of The Year** to **Delaware Veterans Post #1 Member Of The Year**.

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October 6, 2010 Regular Meeting

Motion To Close Associate Membership For Four Month To Study Post Home Capacity and Parking Shortage.

Commander delayed vote for two months so motion could be published for full membership input and vote.

December 1, 2010 Regular Meeting

Motion:

All new associate membership except the applications which had their first reading at the December 1, 2010 meeting to be closed until the membership committee makes an extensive study of the Post Home capacity and the parking shortage. They are to present their findings and set a proposed limit on all memberships to the Executive Board within four (4) months and to be voted on at the following General Membership meeting. Their vote will determine when memberships will be open again.