

Walton F. Hoffmann Memorial Post 179 Standing Rules

ARTICLE I-GENERAL:

Section 1. Award of the American Legion Honorary Life Membership:

The name of any individual proposed for a "post awarded" Honorary Life Membership for past services performed for the good of The American Legion shall be submitted in writing to the post Executive Committee. If approved, the name will be submitted to the general membership of the Walton F. Hoffmann Memorial Post 179 for consideration and approval at its next regularly scheduled meeting.

ARTICLE II-ADMINISTRATIVE:

Section 1. Member Conduct:

Any member convicted, or had serious punishment rendered (expulsion or suspension), under the Uniformed Code of Procedure for Disciplinary Action, must request reinstatement to the post in writing to the Executive Committee. The individual can only be reinstated by vote of its membership in good standing at a regular business meeting at which time dues will be collected.

Section 2. Personal Business Matters:

No business matters, materials, or equipment earmarked for the post will be addressed to any outside business or personal address. All post business matters, materials, or equipment will be addressed to the physical location of the Walton F. Hoffmann Memorial Post 179, 410 W. Coll St, New Braunfels, TX 78130. There will be no exceptions to the rule unless otherwise stated in American Legion National or Department recommendations or in state or Federal law.

Section 3. Employees/New Hires:

The hiring authorities for the Walton F. Hoffmann Memorial Post 179 will be the Bar Manager and the 2nd Vice Commander, who is also the house manager.

Background checks will be required on all new hires regardless of their relationship to Post 179 and its members. The Executive Committee will review all records pertaining to the new hire to include resume and background check to safeguard the physical property of post 179; thereby, the committee will provide effective and meaningful oversight and feedback to the Bar Manager.

ARTICLE III-FINANCIAL:

The post fiscal year shall begin on 1 August of each year and end on 31 July the following year.

Section 1. The Post Commander, Second Vice-Commander, Adjutant, and Finance Officer will be paid a monthly stipend of \$200 per month. Each officer may elect to have the funds paid directly to them, or to a designated general fund account. Any payment not accepted by the by the 15th of each month will revert to the post's general account as operating expenses. The monthly stipend will not be allowed to accrue from one month to the next.

1a. Any Executive Committee or elected delegate may apply for mileage when attending any high-level American Legion Event or meetings outside of the post proper. Mileage for these events is for personnel who are specifically invited or told to attend. All in-house post executive committee meetings, general membership meetings, ALR, or SAL meetings do not get mileage and are not considered higher-level meetings. If the Walton F. Hoffmann Memorial Post 179 is hosting a district, division, or department event in our facility; mileage is not allowed.

1b. Mileage is calculated in either of two ways; the total miles may be turned into the finance officer per event in accordance with Article III, Section 1(1a) whereas you receive a check per standard government rates, or you may track your mileage and use as a tax deduction when personal taxes are accomplished each year.

Section 2. The Post Commander, in consultation with the Finance Officer to ensure there are enough funds available in petty cash, disperse up to \$500 per month to meet

2a. Post Officers, in consultation with the Finance Officer to ensure funds are available and the Post Commander has verified the emergency need, may disperse funds from their designated account (NTE \$500) to meet the need and/or emergency repair at their discretion. Receipts will be provided to the Finance Officer.

Section 3. When the need arises for short notice expenditures exceeding that which the Post Commander may authorize, the Post Adjutant may conduct an emergency email vote of the Post Executive Committee IAW the Post Constitution & By-Laws (C&BL).

Section 4. Legion members will not have their names or personal information appear on any Legion bank account except for information that is required by the financial institution for authorized signers.

Section 5. The club and general accounts are two separate accounts with two very different uses.

5a. The club account is used for any purchases that are considered resaleable like soda's, water, beer, wine, and snacks.

5b. The general account is used for any purchases that are considered consumable but not resaleable such as toilet paper, paper towels, cleaner, office supplies, décor of the post, and infrastructure to include bills that are accrued during the months.

5c. If the Finance Officer is asked to reimburse for an item or service that was purchased but there is no invoice or receipt, the check written off of the post general/operational account only requires one (1) signature provided the purchase and/or expenses are less than \$500. If the invoice/purchase is over \$500 or more, the check requires two senior leadership signatures.

5d. Recurring bills such as water, electricity, phone, internet, etc., substantiated by a hard copy bill, regardless of the amount, will need only one (1) signature.

Section 6. Post Members

Sons of the American Legion (SAL) or the American Legion Riders (ALR) may not mix personal business expenses with American Legion general or club accounts. Members are specifically prohibited from:

6a. Using personal checks or personal credit/debit cards to pay for anything on behalf of the American Legion or its programs (SAL or ALR), over \$100 is prohibited unless the member has prior approval from their respective executive committees. The Finance Officer or Post Commander can deny the reimbursement request if it has not gone through the respective executive councils.

6b. Ordering any consumables, such as food or alcohol, through the American Legion or the club for personal use is strictly prohibited.

6c. Removing anything designated for resale (such as rummage sale items or spring-cleaning items) from the post without paying for it prior to approval is not allowed. The exception to this rule is alcoholic beverages which are prohibited by the Texas Alcohol Beverages Commission (TABC). Unsold perishable items or those items that are donated to the post are exempted.

6d. Removing any assets from the post property without permission of the Post Commander, 2nd Vice Commander/House manager, or Adjutant is not allowed. The exception to this rule is the ALR BBQ pit so long as it is being removed for sanction ALR fundraising events.

ARTICLE IV- CHANGES, AMENDMENTS, REVISIONS & REVOCATIONS:

Section 1. Any changes or revisions to this document requires a two-thirds approval vote of the Post Executive Committee.

1a. This document should be reviewed at least yearly. The Post Executive Committee will evaluate the standing rules in the February Executive Committee meeting of the current year.

1b. Any suggestions, changes, or recommendations will be reviewed, approved, or disapproved by the Executive Committee. This will be during the March Executive Committee meeting of the current year.

1c. The changed, corrected, or revised Standing Rules will be presented to the


POST CERTIFICATION:

We, the following officers of the Walton F. Hoffmann Memorial Post 179, The American Legion, Department of Texas, hereby certify that the review and update of these Standing Rules established on 4 April 2024 by the Post 179 Executive Committee. Due notice will be given out to the post general membership at the regular meeting on 11 April 2024 and will be voted on and adopted as policy on 11 April 2024.

This document will supersede all previous standing rules which were adopted by Walton F. Hoffman Memorial Post 179.



Gea Clausier
Commander



Emmanuel C. Valencia
Judge Advocate