

# VFW POST 10420

*Physical Address:* A4359 US-17 N Murrells Inlet, SC 29576

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**Facebook:** <https://www.facebook.com/vfw10420/>

**Website:** [www.vfw10420.org](http://www.vfw10420.org)

## **BY-LAWS - Draft for Membership Review - 12/20/2025~01/17/2026**

Effective Date: \_\_\_\_\_ 2026

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### **BY-LAWS – Draft for Membership Review**

Review Period: December 20, 2025 – January 17, 2026

Effective Date: \_\_\_\_\_ 2026

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### **ARTICLE I – NAME & LOCATION**

#### **Name:**

This organization shall be known as Veterans of Foreign Wars of the United States, Post No. 10420.

#### **Location:**

The Post shall be located in Murrells Inlet, Georgetown County, South Carolina.

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## **ARTICLE II – SUBORDINATION**

The Post is subordinate to and governed by:

- A. The Congressional Charter and National Bylaws of the Veterans of Foreign Wars of the United States; South Carolina Department Bylaws;
  - B. Orders of the National Convention, National Council of Administration, Commander-in-Chief, Department Convention, Department Council of Administration, and Department Commander.
  - C. Any Post bylaw conflicting with National or Department authority is void.
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## **ARTICLE III – MEETINGS**

### **Regular Meeting:**

The Post shall meet on the third (3rd) Saturday of each month at 10:00 a.m. at the Post.

### **Change of Time or Place:**

Requires fourteen (14) days written notice to the Department Commander and Post members.

### **Special Meetings:**

May be called in accordance with National Bylaws.

### **Quorum:**

Ten (10) members in good standing.

### **Minutes:**

Minutes shall be kept by the Adjutant, read at each regular meeting, and made available for member inspection.

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## **ARTICLE IV – MEMBERSHIP**

### **Eligibility:**

Membership eligibility shall be determined strictly by National Bylaws.

**Dues:**

Dues shall be set by the Post but shall not be less than the combined Department and National dues.

**Rights:**

Members in good standing may inspect Post records upon written request during normal business hours.

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**ARTICLE V – OFFICERS & COMMITTEES****Officers:**

The elected officers of the Post shall be Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, Adjutant, Chaplain, Judge Advocate, Surgeon, and three (3) Trustees.

**Term:**

Officers shall serve a term of one (1) year or until their successors are duly installed.

**Committees:**

Standing committees shall include Membership, Relief, House, Poppy, Safety, Youth Activities, Ways & Means, Community Activities, and others as required.

**Conflicts of Interest:**

Any officer with a financial conflict shall disclose such conflict and abstain from related matters.

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**ARTICLE VI – HOUSE COMMITTEE****Section 1 – Purpose**

The House Committee assists with facility upkeep and Post support. It is advisory unless specifically delegated limited authority.

## **Section 2 – Appointment & Removal**

Members of the House Committee are appointed/elected. Commander may appoint 3, others are elected by membership and similarly removed by vote. House Committee serves at the pleasure of the Commander. The Commander may appoint a Chair. The Quartermaster shall serve only as a financial liaison.

## **Section 3 – Restrictions / Prohibited Authority**

The House Committee shall not:

- Control or operate the Post;
- Establish policy or rules affecting membership or Post operations;
- Spend, obligate, or control Post funds;
- Manage employees or contractors;
- Sign contracts or conduct business independent of the Commander or membership approval.

## **Section 4 – Limited Delegated Authority**

With the approval of the Commander and Quartermaster, the House Committee may:

- Recommend repairs or improvements;
- Coordinate volunteer work;
- Conduct minor emergency maintenance not exceeding \$3,000.

## **Section 5 – Reporting**

A written report shall be submitted at each regular meeting. All actions shall be documented and consistent with National Bylaws, Department Bylaws, and South Carolina law.

## **Section 6 – Post Rules**

Post-approved Standing Rules or Standard Operating Procedures (SOPs) may define day-to-day Post operations and conduct. Such rules are not part of these bylaws and shall not conflict with National or Department Bylaws or applicable law.

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## **ARTICLE VII – CONTROL OF SUBSIDIARY UNITS**

- All Post-owned or Post-operated activities remain under the direct authority of the Post.

- All funds belong to the Post and shall be under the custody of the Quartermaster.
- All assets and records are Post property.
- Auxiliary organizations shall operate in accordance with National Bylaws and may not override Post authority.

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## **ARTICLE VIII – FINANCIAL MATTERS**

### **Expenditures:**

All expenditures must be approved by the Post and processed through the proper voucher system.

### **Regular Bills:**

Utilities, rent, and recurring expenses may be pre-authorized by Post vote.

### **Quartermaster Duties:**

The Quartermaster shall maintain accurate financial records, provide a monthly financial report, and maintain all funds in Post-approved accounts.

### **Oversight:**

Post Trustees shall conduct monthly and quarterly reviews.

### **Independent Audit Requirement:**

Post audit (CPA/Independant) may be requested at anytime as deemed necessary by the commander or membership.

Audit results shall be retained with Post records.

### **Fiscal Year:**

The fiscal year shall begin \_\_\_\_\_ and end \_\_\_\_\_ annually.

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## **ARTICLE IX – COMPENSATION**

Officers shall serve without compensation unless authorized by the membership.

The Post may reimburse dues for the Quartermaster and/or Adjutant or authorize nominal stipends by membership vote.

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## **ARTICLE X – FUNDRAISING & SOLICITATIONS**

Fundraising outside the local community requires authorization. Contracts with promoters require surety bonds deposited with the Quartermaster.

If no bond is provided, collections shall be conducted solely by Post members.

Fundraisers shall be approved and supervised by the Ways & Means Committee.

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## **ARTICLE XI – RECORDS, NOTICES & SIGN-IN REQUIREMENTS**

### **Section 1 – Member & Guest Sign-In**

- Members must sign in or use an approved electronic check-in system.
- Guests must be signed in by a member and remain under that member's responsibility.
- Access shall comply with SLED, SCDOR, IRS, and private-Post licensing requirements.
- Records shall be retained for a minimum of three (3) years or longer if required by law or SOP.

### **Section 2 – Notice Responsibilities**

Members shall keep the Post informed of current physical and email addresses.

### **Section 3 – Record-Keeping**

The Post shall maintain books of account, tax filings, membership records, meeting minutes, and copies of bylaws and amendments.

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## **ARTICLE XII – SPEAKING LIMITS**

No member shall speak more than twice on the same subject, with the first instance limited to five (5) minutes and the second to three (3) minutes, except for committee reports or when granted special permission.

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## ARTICLE XIII – AMENDMENTS

- These bylaws may be amended by a two-thirds (2/3) vote at a stated meeting after twenty (20) days prior written notice.
- Any amendment conflicting with National or Department Bylaws is void.
- All adopted amendments shall be submitted to the Department Commander and the Commander-in-Chief for approval.

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## CERTIFICATION

These bylaws were adopted by VFW Post 10420 on the \_\_\_\_ day of \_\_\_\_\_, 2026, pending approval by the Department of South Carolina and the Commander-in-Chief.

Commander: \_\_\_\_\_

Adjutant: \_\_\_\_\_

Date: \_\_\_\_\_