

## **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

## Delaware Veterans Post No. 1

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

1.		Conduct Guidelines
2. Motion	11/06/19	House Rules Revised Guest on Post property
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	09/05/12	Tokens 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	03/07/18	(Revised) Deceased Names on Memorial Stone
12. Motion	06/04/97	Smoking Policy General Membership Meetings (VOID)
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 (VOID)
16. Motion	05/05/08	Motion to Change Smoking Policy
17. 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.</u> Post Home Capacity and Parking Shortage
17. Motion	12/29/10	Motion To Increase Post Dues To \$70.00
18. Motion	11/05/14	Motion To Suspend Dues For World War II Members
18. Motion	12/02/15	Motion To Make All 1946 Charter Members

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

# **Motion Book**

## **Delaware Veterans Post No. 1**

### **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.

# Motion Book

## Delaware Veterans Post No. 1

### House Rules

#### Guests on Post Property

All Post members are permitted to invite guests into the Post on an occasional basis under the following conditions:

- All guests must be signed in at the door and must be accompanied by the member signing them in.
- When the member that is with a guest departs the Post, the guest must depart as well.
- The guest of a member is the sole responsibility of the member signing in the guest and that member is responsible for the conduct of the guest while on Post property.
- If a member has friends or family visiting from out of town for a short period of time (a week or two) and they wish to patronize the Post frequently during that time, they should notify and obtain permission from the Post Commander.
- If permission is granted, then the Commander should inform the bartending staff in advance to avoid confrontation.
- These types of requests will be handled on a case by case basis.
- Inviting guests to the Post is a privilege extended to all members: However, abuse of this privilege could result in a discussion or disciplinary action with Post leadership and or the Executive Board. All Post members should be mindful of their responsibilities as Post members.

An example of occasional would be inviting a guest to the Post once a week. Abuse of this privilege would be inviting a guest into the Post multiple times or more per week.

Presented to the membership 11/6/19  
Motion Passed by the Membership 11/6/19

#### 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.

# Motion Book

## Delaware Veterans Post No. 1

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.

**Motion Book**  
**Delaware Veterans Post No. 1**

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.

**Motion Book**  
**Delaware Veterans Post No. 1**

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.



**Motion Book**  
**Delaware Veterans Post No. 1**

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.

**Motion Book**  
**Delaware Veterans Post No. 1**

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.

**Motion Book**  
**Delaware Veterans Post No. 1**

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.

**Motion Book**  
**Delaware Veterans Post No. 1**

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.

**Motion Book**  
**Delaware Veterans Post No. 1**

Amended September 5, 2012  
September 4, 2002  
April 1992 E-Board

**Tokens Used For Bought Drinks In Lounge**

Drink tokens are to be used for drinks bought by others. These tokens will be kept in the register or appropriately controlled container and will be issued by the bartender. All tokens will be marked to reflect the drink bought. These tokens can leave the post and can be used at a later time. This was passed by a majority vote.

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 25<sup>th</sup> 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.

**Motion Book**  
**Delaware Veterans Post No. 1**

Amended March 7, 2018  
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.

*Amended March 7, 2018*

To honor our active Non Veteran members a plaque honoring our deceased associate members with their names is to be displayed in the area of other plaques honoring our deceased veterans. An inscription stating Delaware Veterans, Inc. honors the following deceased associate members for their faithful service to our organization.

**VOID** July 11,2007

June 4, 1997\_Regular Meeting

**Smoking Policy General Membership Meetings**

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

**Motion Book**  
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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."



**Motion Book**  
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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.

**Motion Book**  
**Delaware Veterans Post No. 1**

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.

**Motion Book**  
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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.

VOID

May 5, 2008

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.

May 5, 2008 Regular Meeting

**Motion To Change The Smoking Policy**

The following Motion was voted on and passed by a majority vote.

**YOU ARE VOTING TO BAN SMOKING OF ALL KINDS INSIDE THE POST HOME AT ALL TIMES. THE MOTION WAS APPROVED BY THE MEMBERSHIP BY PAPER BALLOT.**

**Motion Book**  
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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**.

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.

December 29, 2010 E-Board

**Motion To Increase Dues**

The E-Board made a recommendation to increase our annual Post dues to \$70.00 per year Starting 2011. With approval of E-Board minutes the recommendation was approved.

**Motion Book**  
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November 5, 2014 Regular Meeting

**Motion To Suspend Dues For World War II Members**

**A motion was placed on the floor that all World War II Veterans be granted free membership which passed by a unanimous voice vote.**

December 2, 2015 Regular Meeting

**Motion Charter Members**

**A motion was made to make all Members who joined Delaware Veterans Post #1 of WWII in 1946 Charter Members. These members names should be place on a plaque and displayed in the Post. The motion was passed by a unanimous voice vote.**