

**EAST SEMINOLE COUNTY VFW POST 10139,  
VETERANS OF FOREIGN WARS  
OF THE UNITED STATES, INC.**

# **Standard Operating Procedures (SOP's)**



**Responsibility: House Committee / Approving Authority: VFW Post 10139**

**Approved Date: 14 Jul 2023**

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## 1.0 OVERVIEW

These Standard Operating Procedures (SOP) govern the operations and policies of this VFW Post. Nothing in these rules is intended to conflict with Post Bylaws, Department Bylaws, National Bylaws, Manual of Procedure of the Veterans of Foreign Wars of the United States, the Laws of the United States of America, the State of Florida, or Seminole County. The latter shall prevail and be binding upon this Post as though written herein.

## 2.0 DISTRIBUTION

A copy of the SOP will be provided to all officers and employees when they take office. The Canteen Manager will ensure that all employees are familiar with these rules and will file an Acknowledgment Form signed by the employees each time the rules are amended.

## 3.0 DEFINITIONS

**Post** - All property including, facilities, parking areas, buildings, building contents and grounds located at 300 Lake Mills Ave, Chuluota, FL 32765.

**House** - The Post quarters and the equipment contained therein.

**Canteen** - That business operations of the Post consisting of the Canteen, Restaurant and Hall, the area adjacent to the bar including seating, men's and women's restrooms, jukebox, walk-in cooler and all storage areas for the holding of alcoholic beverages and other beverages, food and snacks sold at the bar.

**Canteen Manager** - Any person appointed by the House Committee to operate the Canteen subject to their instructions. (Bonding is required)

**Employee** - Any person hired by the House Committee or Canteen Manager subject to their instructions.

**Bar** - The counter and any stools placed adjacent (abutting) the counter where alcoholic beverages are served.

**Meeting Hall** - The large room on the east end of the building.

**Parking Lot** - Portion of the Post grounds used for vehicular parking. **Grounds** - Post property outside of the main building.

**Patron:** - Any authorized member patronizing the Post.

**Post Member** - Any VFW Post 10139 Member whose dues are current.

**Auxiliary Member** - Any VFW Post 10139 Auxiliary member whose dues are current.

**Visiting Member** – Florida Law defines this person as a “Non-Resident Member”. Any VFW life member or a member in good standing from any VFW Post or VFW Auxiliary.

**Non-Member Guests:**

**Special Guest of the Post** - Florida Law defines this person as a “Bona Fide Guest” also known as Commander's Guest. All active-duty United States Military or Reserve who are able to show proper military identification are guests of the Post (Commander's Guest).

**Guest** - Florida Law defines this person as a “Bona Fide Guest”. Any person who is not a member, visiting member or special guest as defined above that has been invited to visit VFW Post 10139 by a Post member, Auxiliary member or Visiting member in good standing.

**Sponsor** - A Post member, Auxiliary member or Visiting member as defined above, who invites a guest into VFW Post 10139.

**Public** - All persons not listed as member, Auxiliary member, guest member, special guest or guest as defined above.

**Minor** - Any person who has not attained the age of 21.

## **4.0 HOUSE COMMITTEE**

- 4.1.** The VFW Bylaws at levels above the Post only recognize the charitable and fraternal work of a VFW Post. The business operations of a Post are not recognized by the VFW Bylaws. This is done for good reason as it removes National and Department's liability for our business operations. The only guidance we are given is we must have a House Committee to define policy to execute the business side of the Post and that it is run IAW Local, State and Federal Law. The House Committee takes the burden off the Post veterans so they can focus on our charitable and fraternal work. How we choose to run the business side is up to our membership.
- 4.2.** The House Committee will review the monthly Profit and Loss Statements on Canteen operations. These statements shall be presented to the Post floor at the time when the Chairman makes his required monthly report. This report will cover the time from the first day of the month to the last day of the month.
- 4.3.** The House Committee shall be responsible for maintaining the SOP.
  - 4.3.1.** The most current SOP and any amendments will be reviewed by the House Committee every June. The SOP will be revised to incorporate approved amendments and the amendments will be removed.
  - 4.3.2.** The House Committee will complete updates to the SOP by the July Meeting for distribution to the Post Membership. The Post Adjutant will maintain and update the official copy of the SOP and any amendments on behalf of the House Committee.
  - 4.3.3.** The SOP may be amended by the House Committee or the Post Membership as necessary for the efficient operation of the Post.
    - 4.3.3.1.** Amendments to the SOP can be proposed by any Post Member and voted on during scheduled house committee meetings or a special house committee meeting if needed.
    - 4.3.3.2.** The Post Adjutant will type up the approved amendment to the SOP. For each paragraph in the SOP that is amended, "See Amendment X" will be annotated. The amendment will then be placed at the end of the SOP.
    - 4.3.3.3.** If an amendment affects employee duties, conduct, or behavior, an acknowledgement form will be signed by each employee stating that they have read and understand the amendment. The acknowledgement form will then be placed into the employee's personnel file. This must be completed within 14 days of the amendment approval date.
- 4.4.** Grievances pertaining to the operation of the Canteen, or regarding Canteen personnel, will be submitted in writing to the House Committee as a body.

## **4.5. BUILDING MAINTENANCE**

- 4.5.1.** Maintenance of Post infrastructure shall be the responsibility of the House Committee. The House Committee shall:
  - 4.5.1.1.** Ensure compliance with all fire codes and ensure the Post is ready for inspections.
  - 4.5.1.2.** Attend to all problems with Post facility and systems to ensure they are maintained in good working order including electrical, water, heating, air conditioning, plumbing and structural matters.

- 4.5.2. Make detailed and timely reports on the status of all Post facility and systems to Post Members, including costs for scheduled and unscheduled maintenance, status of repairs, recommended repairs and potential issues that may arise due to deferred maintenance.
- 4.5.3. Make detailed and timely financial reports to the Post Members concerning expenditures for maintenance and repair and resources necessary for upcoming or deferred repairs.

## **5.0 BUILDING COMMITTEE**

### **5.1.Overview**

5.1.1. The building committee is a sub-committee of the House Committee.

### **5.2. Responsibilities**

5.2.1.1. The Building Committee will plan and organize new improvements and large special projects to the Post that fall outside of the Housing Committees' area of responsibility.

### **5.3.Membership**

5.3.1.1. With exception of the commander and the quarter master, the members of the building committee are volunteers from both the Auxiliary and the Veterans.

### **5.4.Project Approval Process**

5.4.1.1. New projects are presented to the Building Committee to determine scope and feasibility.

5.4.1.2. The project will then be presented to the House Committee and voted upon for acceptance from the House Committee; if passed the measure is sent to the General Veteran's meeting for ultimate approval.

## **6.0 BUSINESS OPERATIONS**

### **6.1.POST OPERATING HOURS**

6.1.1. Normal Operating Hours are for the Post and Canteen are as follows:

6.1.1.1. Sunday – Thursday 4:00PM to 8:00PM

6.1.1.2. Friday 4:00PM to 9:00PM

6.1.1.3. Saturday 12:00PM to 9:00PM

6.1.2. If there are 5 or more patrons in the Canteen at closing time, the Bartender shall keep the Canteen open to as late as 2:00AM in accordance with Florida Law. Under no circumstances should anyone be served after 1:45AM, and no patrons shall remain in the Canteen after 2:00AM.

6.1.2.1. If patronage at the Canteen drops below 5 patrons for a period of 30 minutes after closing time, the Bartender will close the bar as it is no longer cost effective to remain open.

6.1.3. The Bartender may close the Canteen early unless otherwise directed by the Canteen Manager and under the following conditions:

6.1.3.1. A personal emergency occurs to the Bartender or his/her dependent(s) that could reasonably lead to a loss of life or significant injury/illness.

6.1.3.2. The Bartender determines that keeping the bar open would pose a hazard to the members, their guest(s) or the public or that significant property damage might occur.

- 6.1.3.3. When ordered to do so by any competent authority such as the Canteen Manager, Commander, HCC, Police, Fire Department, National Guard, Florida ABT, etc.
- 6.1.4. Access to the post outside of normal operating hours should be coordinated with the Post Commander, Quartermaster, or an authorized member designated by the Commander or Quartermaster.
- 6.1.5. The Commander reserves the right to direct the Canteen Manger to open Post outside of normal operating hours for special events.

## **6.2.CANTEEN AND SPECIAL EVENT RULES**

- 6.2.1. VFW Post 10139 operates under a State of Florida 11C liquor license. It is mandatory that the rules and regulations pertaining to that license be strictly enforced. In addition, certain other rules and regulations are established to ensure the safety, welfare and good will of our members and guests.
- 6.2.2. Alcoholic beverages may only be consumed at the Post during normal canteen hours. The Commander can make an exception for special events.

## **6.3.Hiring, Counseling, Suspension and Termination of Canteen Employees.**

- 6.3.1. **Canteen Manager.** The Hiring, Counseling, Suspension or Termination of the Canteen Manager shall be the responsibility of the House Committee. Hiring and termination may only occur with the consent of a majority of the House Committee. However, the House Committee Chairperson (HCC) or Post Commander may temporarily suspend the canteen manager until such time as the House Committee can meet and take up the matter.
- 6.3.2. **Hiring of Bartenders.** The hiring of canteen bartenders is the responsibility of the Canteen Manager or House Committee, with final approval of the House Committee before placement. The new hire will be placed on a 90-day probation period.
- 6.3.3. **Counseling of Canteen Bartenders.** The counseling of canteen bartenders is the responsibility of the Canteen Manager or House Committee Chairperson. Counseling will be documented using VFW Post 10139 Employee Counseling and Discipline Form (Appendix B). The Canteen Manager or House Committee Chairperson will document the events from which the counseling/disciplinary action is based, and the action taken (warning, suspension, or termination etc.) The counseled employee will be offered the opportunity to make comments on the appropriate section of the Employee Counseling and Discipline Form. The Canteen Manager or House Committee Chairperson will seek the employee's signature on the form which will indicate their awareness of the counseling/disciplinary action. If the employee refuses to sign the form the Canteen Manager or House Committee Chairperson will document "refused to sign" on the form.
- 6.3.4. **Suspension and Termination of Employees.** Disciplinary action resulting in the suspension or termination of canteen employees is the responsibility of the House Committee. However, the Canteen Manager, with the consent of the HCC, may suspend an employee until such time as the House Committee can meet to take up the matter. Unless the suspension occurs within 10 days of a regular schedule House Committee Meeting the HCC will call a special House Committee Meeting to address the issue. Termination or extended suspension requires a majority decision of the House Committee. It is the responsibility of the Canteen Manager and / or HCC to make regular reports to the House Committee of all counseling and disciplinary actions taken.
- 6.3.5. **Appeals.** Any employee who has been counseled, suspended, or terminated may appeal their case to the House Committee. The employee will be notified as to the time and place of the House Committee Meeting that will address the issue. The employee will be

afforded the opportunity to present their case to the House Committee and may bring witnesses in their defense. Request for appeal to the House Committee will be made in writing.

- 6.3.6. As with any action or contemplated action of the House Committee, hiring/firing decisions and suspension of privilege decisions may be overruled by the Post floor.
- 6.3.7. The House Committee will create a personnel file for all employees. The Post Adjutant will maintain and store the files as appropriate. The House Committee Chairman (HCC), Canteen Manager, or a House Committee member may access the files as needed. Employees may review their own files with the HCC, House Committee Member, Canteen Manager, or Adjutant. Under no circumstances should an employee be allowed to see another employees' file. Any document removals or additions should be decided by the House Committee.

## **6.4. Bartender Responsibilities**

- 6.4.1. All bartenders will take the Florida Alcohol Seller / Server Certification Training (or equivalent) and be familiar with the ABT rules concerning the sale of alcoholic beverages. The Post shall pay for this class for all bartenders.
  - 6.4.1.1. In addition to ABT rules, bartenders will not consume alcohol while on the clock.
- 6.4.2. Liquor portion for Post drinks will be no more than a 1.5 oz. pour using a jigger.
- 6.4.3. Bartenders are the eyes and ears of the Post leadership and will report all incidents and important information they become aware of pertaining to Post members to the Commander or appropriate Officer. Information could include things like notice of a member's hospitalization, illness, or death.
- 6.4.4. Patrons and guests should stay in the Canteen area and are not allowed in the: offices, walk-in, kitchen, storage areas, behind the bar or any room not in use, unless they are authorized to be there by the Canteen Manager, Bartender, or other Post official.
- 6.4.5. As necessary, bartenders and Post Officers will help ensure patrons safely arrive at their next destination by calling a taxi, making sure the patron calls for a ride, or identifying a designated driver in the party. This especially important for members or special guests who are active duty or reserve service members.
- 6.4.6. The Bartender has the right to refuse service to anyone and may eject any patron from the Post until the next business day for misconduct. They will provide a written report for the Canteen Manager. (See Para. 7.0 Disciplinary Actions)
- 6.4.7. When answering the Post's telephone, the bartender will attempt to answer the caller's question(s). If they don't know the answer, they can refer the caller to the Post Commander, Quartermaster or another Officer that is at the Post at the time.
- 6.4.8. Bartenders are responsible for all monies collected during their shift. All money bags are to be counted and recorded before and after their shift. Any discrepancies must be recorded and reported to the canteen manager immediately. Money bags are to be locked up in designated secured safe after their shift. **See Amendment 3.**
- 6.4.9. Bartenders will make sure bar is fully stocked, bar is cleaned and wiped down, barstools pushed in, and trash is emptied and ready for the next bartender coming on duty. Make sure all food is put away, dishes and glassware used during shift is cleaned and put away, all lights are turned off and all doors are locked before leaving.
- 6.4.10. **See Amendment 3.**
- 6.4.11. **See Amendment 3.**

## **6.5.Patrons**

- 6.5.1.** All members and guests will comply with the VFW rules, Post 10139 rules, and the existing federal, State and local laws.
- 6.5.2.** No person under the age of 21 will be served alcoholic beverages.
  - 6.5.2.1.** No person under the age of 21 will be permitted to sit at the bar or loiter near the bar at any time without escort of Post Member.
- 6.5.3.** Any person who purchases alcoholic beverages for, or provides alcoholic beverages to, a minor will have their Canteen privileges suspended for a minimum of 30 days and will be held responsible for any and all civil actions resulting from said infraction.
- 6.5.4.** All patrons will obey the directions of the bartender. Conflicts beyond bartender control will be resolved by the canteen manager, if the canteen manager not immediately available the bartender should contact the commander, Quartermaster or Post Officer for guidance.
- 6.5.5.** All persons will show proof of age and valid VFW membership when requested by the bartender unless they have been a previous patron and the bartender recognizes them.
- 6.5.6.** Verified guests of Post or Auxiliary members will not be allowed to purchase or pay for any alcoholic beverages under any circumstances. Said beverages must be ordered and paid for by the member accompanying the guest, or any other authorized member.
- 6.5.7.** If any person suspects that an unauthorized individual has entered the Post or suspects that an underage individual is attempting to purchase or is consuming alcoholic beverages on the premises, they will notify the Bartender who will check their identity.
- 6.5.8.** Proper attire is required for all members and guests while in the Post. Personnel that wear clothing that is determined to be too revealing or containing offensive symbols or language or otherwise unacceptable may be asked by the on-duty Bartender, or any Post Officer to leave the Post property.

## **6.6.GUESTS**

- 6.6.1.** Except for special events, Post open house and advertised meals, the general public is not authorized to patronize the Post unless they are guests as outlined in the definitions above.
- 6.6.2.** Sponsor responsibilities. Only Members as defined in these rules may sponsor a guest to patronize Post 10139. Sponsors are responsible for their guest's behavior when they are on the premises. A sponsor may invite as many guests as they wish but must understand that they are responsible for their guest's behavior and will be held accountable.
- 6.6.3.** Guests will not remain at the Post without a Sponsor present.
- 6.6.4.** During special events and functions where many guests are invited, those guests are considered a guest of the Post (Commander's Guest).
- 6.6.5.** All individuals under 18 visiting the Post will be accompanied by their parents or responsible adult while on the Post premises. The parent or responsible adult shall be responsible for the behavior of minor children in their charge. Parents and or responsible adults whose children become unruly, disruptive, or disobedient will be asked to take their children and leave. All minor children must vacate the post no later than 8:00 pm., except for special events designated by the Post Commander, employees or staff of the kitchen, and special guests of the post.
- 6.6.6.** A bartender who is a member or Auxiliary member may sponsor their own guests. **See Amendment 4**



## **6.7.POST KITCHEN RULES**

- 6.7.1.** No member may remove any items from the kitchen without the permission of the Post Commander, Quartermaster, Canteen Manager or person assigned control of the kitchen.
- 6.7.2. Meal Announcements.** Scheduled meals will be announced in the monthly Post calendar on our website ([www.vfwpost10139.org](http://www.vfwpost10139.org)) and the members only Facebook page. Meals are served on a first come, first serve basis unless otherwise advertised. Pre-selling of certain meals may occur.

## **6.8.ENTERTAINMENT**

- 6.8.1.** The music in the canteen will be silenced during all Presidential TV addresses or Government broadcasts that contain information of major impact to the general public. If requested by a majority of the patrons, music will also be silenced during major sporting events involving local teams during the regular season, playoffs, and championship games. The Bartender or any Post Officer will enforce this rule in the interest of the majority of the customers. During normal business hours, the volume of the music shall be maintained at a level that does not interfere with normal conversation in the Canteen except for special events like karaoke, DJ, bar sing along, etc.
- 6.8.2.** The Canteen TV's shall be controlled by the Bartender. The TV shall be tuned to programming as requested by the majority of the Post members present. The volume of the TV's shall be maintained at a level that does not interfere with normal conversation in the Canteen except for designated special events or broadcasts.
- 6.8.3.** No staff or Post officer may play any Post sponsored or games for money while the Post is closed.

## **6.9.MISC. POST RULES**

- 6.9.1.** Smoking or Vaping is not allowed anywhere inside the Post building.
- 6.9.2.** Service animals of members and guests must be permitted access to the Post with the exception of food preparation areas.
- 6.9.3.** Parking Lot. The speed limit on the premises is 5 MPH. Handicapped parking is reserved for vehicles displaying authorized Handicapped placards. Vehicles will be parked in an orderly manner and shall not impede the flow of traffic into and out of the Post parking lot. No vehicle shall park in such a manner that blocks access to or from any exit of the Post building. Patrons will make reasonable effort to notify and seek approval to leave their vehicle at the Post for more than 24 hours in their absence. The Post retains the right to have vehicles towed at owner's expense when in violation of these rules.

## **6.10. VFW POST 10139 Sign**

- 6.10.1.** The block letters for the sign will be under the control of the Post Adjutant or Canteen Manager. Any announcements to be displayed will be under the discretion of the Post Commander, Adjutant, or Canteen Manager.

## **6.11. DISCIPLINARY ACTIONS**

- 6.11.1.** The Canteen Manager may suspend a patron from the Canteen for up to 48 hours. The Canteen Manager will provide a written report of the event to the House Committee.
  - 6.11.1.1.** Expelling a patron until the next business day is the maximum penalty that may be imposed by a Bartender. The on-duty Bartender will submit a written report of the incident to the Canteen Manager for submission to the House Committee Chairman or Commander via the Canteen Manager, within 24 hours. If no further

disciplinary action is deemed necessary, the report will be held on file as long as the patron is a member of the post.

- 6.11.2.** Any member who strikes another person in a non-self-defense manner will be immediately ejected from the Post for 30 days pending an investigation and decision of the House Committee.
- 6.11.3.** Racial, demeaning, or abusive language or behavior shall not be tolerated. Any instance will result in immediate ejection from the Post for 24 hours by the Bartender or any Post Officer present. Any continued misconduct by any member may result in a restriction of Canteen privileges for up to ninety (90) days as a result of a House Committee closed hearing of all involved parties. Any further or more serious infractions may result in the House Committee recommending to the Post Commander and general membership longer or more harsh restrictions to include permanent loss of all Post and/or Canteen privileges.
- 6.11.4.** Procedures for evoking disciplinary action against a member of VFW Post 10139 is the responsibility of the House Committee. The Accused rights and their process of appeal for violations of the House Rules are outlined in this section. It should be noted, the disciplinary procedures in this document only cover violations of house rules. More serious infractions concerning our fraternal VFW work should be brought to the membership and handled under article 9 of the VFW Bylaws.
- 6.11.5.** Any member, guest, or employee of the Post may file a complaint through the House Committee against any patron, member, employee, officer or appointee of the Post that they believe have violated the House Rules.
- 6.11.6.** Complaints against Post members will be submitted to the House Committee for review must be in writing and signed by the person bringing the complaint. This must be done within 5 business days from the date of the incident.
  - 6.11.6.1.** Written reports must include the name of the accused, the date and time of the incident, the circumstance of the incident and any witnesses and the name of the person or persons bringing the complaint.
- 6.11.7.** Complaints against Auxiliary members or Visiting members will be submitted to the House Committee in writing for review and signed by the person bringing the complaint.
- 6.11.8.** Any Member of the House Committee subject to a formal complaint for misconduct or abuse of these rules will not be permitted to participate in the committee's proceedings on the matter.
- 6.11.9.** Any member accused of violating the rules and subject to disciplinary action brought before a hearing of the House Committee will be afforded the opportunity to present their case in person before the committee. The accused may also present their case in writing if unwilling or unable to appear in person.
- 6.11.10.** Any measure imposed by the House Committee may be suspended by the Post Commander. Any measure imposed by the Post Commander on a Post member may be overridden by the Membership at the next regular scheduled meeting or at a special meeting called for the purpose of reviewing the actions of the accused.
  - 6.11.10.1.** The accused may appeal any decision of the House Committee in writing to the Post Members. The Post Members may refuse to review the case, make modifications to, or overrule the decision of the committee. The Post Member's decision is final and may not be appealed.
- 6.11.11.** Disciplinary Action imposed on Guest, Visiting Member, and Special Guests.

**6.11.11.1.** The Post Commander has the overall responsibility for the safety, welfare and good will of all Members of Post 10139 who patronize their Post Home, therefore misconduct of a Guest, Visiting Member or Special Guest will not be tolerated. The Commander will take immediate action to eject a Guest, Visiting Member or Special Guest from the Post for misconduct. If the Commander is not at the Post, he/she can direct the Canteen Manager, Bartender on duty, or Post Officer(s) on site to eject the person or persons. Since guests must have a sponsor, the sponsor of a guest will be informed if/when guest privileges can be restored based on the severity of the incident. Any serious infractions or further incidents of misconduct as defined by the House and Canteen Rules by a Guest, Visiting Member or Special Guest will result in permanent loss of all guest privileges at the discretion of the House Committee.

**6.11.12.** See Amendment 1 and Amendment 2

## **7.0 TRAVEL POLICY**

**7.1.** The Post has the ongoing authority to reimburse for the following travel expenses:

**7.1.1. Schools** - at the GSA rate for round trip mileage OR one night hotel stay at the VFW rate.

**7.1.1.1. Quartermaster/Trustee School**

**7.1.1.1.1.** Incoming Commander

**7.1.1.1.2.** Incoming Quartermaster

**7.1.1.1.3.** Incoming Trustees

**7.1.1.2. School of Instruction**

**7.1.1.2.1.** Commander

**7.1.1.2.2.** Quartermaster

**7.1.1.3. Service Officer School 1 & 2**

**7.1.1.4.** Service Officer

**7.1.2. Conferences** - at the GSA rate for round trip mileage OR one night hotel stay at the VFW rate.

**7.1.2.1. Fall Department Conference**

**7.1.2.1.1.** Commander

**7.1.2.1.2.** Quartermaster

**7.1.2.2. Mid-Winter Department Conference**

**7.1.2.2.1.** Commander

**7.1.2.2.2.** Quartermaster

**7.1.2.3. Spring Department Conference**

**7.1.2.3.1.** Commander

**7.1.2.3.2.** Quartermaster

**7.1.2.4. Department Convention**

**7.1.2.4.1.** Commander (2 nights if we make All-State)

**7.1.2.4.2.** Quartermaster (2 nights if they make All-State)

**7.2.** The Commander and the Quartermaster, or their designated representative, will each receive \$300 to offset expenses at National Convention only if they are awarded All-American.

**7.3.** Elected Post Officers shall be reimbursed for travel to and from district meetings from the Post.

**7.4.** All travel reimbursements must submit claim through the Post Quartermaster with audits by the Post Trustees.

## **8.0 POST EXPENDITURES**

- 8.1.** The Post has the ongoing authority and discretions for the following expenses:
  - 8.1.1.** To pay memberships of members that are in need.
  - 8.1.2.** To assist members or veterans in need from the relief fund up to \$200 with Commander, Quartermaster and one other officer concurrence. Officers may not receive assistance from the relief fund.
  - 8.1.3.** Travel expenses as defined by the travel policy.
  - 8.1.4.** All reoccurring expenses as related to maintaining normal operations of the Post (i.e. awards, bills, POs, bar/office/kitchen supplies, Flags, food for working parties, etc.)
  - 8.1.5.** All financial obligations to VFW District, Department or National and donations for All-State and All-American requirements.
  - 8.1.6.** Bereavement
    - 8.1.6.1.** VFW Post 10139 has pre-authorized the Post Commander to disburse up to \$ 250 in the case of the loss of an immediate family member of a VFW Post 10139 member.
  - 8.1.7.** Veteran's Immediate Assistance
    - 8.1.7.1.** VFW Post 10139 has pre-authorized the Post Commander, Chaplain, or Service Officer (with approval of the Post Commander) to disburse up to an annual amount of \$ 300 for emergency or critical health and welfare needs of a particular Veteran (with appropriate identification) for such items as food, shelter, health care, and transportation. Disbursements will only be made to a vendor of goods or services and be supported with an appropriate invoice / receipt.

**EAST SEMINOLE COUNTY VFW POST 10139,  
VETERANS OF FOREIGN WARS  
OF THE UNITED STATES, INC.**

# **Standard Operating Procedures (SOP's) Amendment 1**



**Responsibility: House Committee / Approving Authority: VFW Post 10139**

**Approved Date: 21 Aug 2023**

## **6.11. DISCIPLINARY ACTIONS**

**6.11.12.**       **(Added)** Any member, guest, or employee caught or found to be using illegal drugs or substances, to include marijuana, on the premises of the Post will be immediately suspended from the post premises for 90 days.

**EAST SEMINOLE COUNTY VFW POST 10139,  
VETERANS OF FOREIGN WARS  
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# **Standard Operating Procedures (SOP's) Amendment 2**



**Responsibility: House Committee / Approving Authority: VFW Post 10139**

**Approved Date: 18 Sep 2023**

## **6.11. DISCIPLINARY ACTIONS**

**6.11.12.**       **(Changed)** Any member, guest, or employee caught or found to be using illegal drugs or substances, to include marijuana, on the premises of the Post will be immediately suspended from the post premises for 30 days.



**EAST SEMINOLE COUNTY VFW POST 10139,  
VETERANS OF FOREIGN WARS  
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# **Standard Operating Procedures (SOP's) Amendment 3**



**Responsibility: House Committee / Approving Authority: VFW Post 10139**

**Approved Date: 20 Nov 2023**

**6.4.8.** Bartenders are responsible for all monies collected during their shift. All money bags are to be counted and recorded before and after their shift. Any discrepancies must be recorded and reported to the Quartermaster and/or Canteen Manager immediately. Money bags are to be locked up in designated secured safe after their shift.

**Add**

**6.4.10.** Bartenders are the only individuals allowed to serve alcohol during normal Canteen operating hours. If the bartender on duty must leave the bar area for any reason (bathroom break, stocking, etc.), he/she will designate someone to monitor the bar area while he/she is away from the bar in the following order:

1. Any house committee member that is present in the Canteen.
2. Any veteran officer that is present in the Canteen.
3. Any veteran member that is present in the Canteen.
4. Any post member that is present in the Canteen.

The person monitoring the bar while the bartender is away will not serve drinks to patrons and is only designated to prevent unauthorized access to the bar. The bartender will also ensure that there are no liquor bottles on the bar before leaving the bar area. This is to prevent anyone sitting at the bar access to pour their own drinks.

**6.4.11.** If the Canteen is open or used outside of normal operating hours and a bartender is not available, only designated veteran officers or house committee members may serve drinks. These individuals will be responsible for recording purchases and collecting any monies. All purchases outside of normal operating hours will be entered into the POS system at the start of normal operating hours.

**EAST SEMINOLE COUNTY VFW POST 10139,  
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# **Standard Operating Procedures (SOP's) Amendment 4**



**Responsibility: House Committee / Approving Authority: VFW Post 10139**

**Approved Date: 19 Feb 2024**

**6.6.6.** A bartender that is on the clock, regardless of whether the bartender is a member or Auxiliary member, will not be permitted to sponsor any guests. This will prevent the misconception that guests of members are paying for their own drinks.