

## **ARTICLE I - GENERAL INFORMATION AND POLICIES**

Section 101. The name of this non-profit organization shall be the **LOW COUNTRY HOME, INCORPORATED**, hereinafter referred to as the **HOME**. The purpose of this organization shall be for the benefit and convenience of the members of Low Country Branch 269, Fleet Reserve Association and Unit 269, Ladies Auxiliary Fleet Reserve Association.

Section 102. The Home shall be governed by these **BY-LAWS**. They are not intended to, and will not, conflict with the Constitution and By-Laws of the Fleet Reserve Association or the laws and policies of the State of South Carolina, the County of Berkeley and/or the City of Goose Creek.

Section 103. Use of the Home, and the conduct of members and guests while in the Home, shall be in conformance with the **HOME RULES** and **CODE OF CONDUCT**. The Code of Conduct shall be conspicuously posted in the Home at all times.

Section 104. The Home exists to provide a place for:

1. All regular monthly meetings of **LOW COUNTRY BRANCH 269, FLEET RESERVE ASSOCIATION**, hereinafter referred to as **BRANCH 269**.
2. All regular monthly meetings of **UNIT 269, LADIES AUXILIARY, FLEET RESERVE ASSOCIATION**, hereinafter referred to as **UNIT 269**.
3. All regular monthly meetings of the **HOME COMMITTEE**.
4. Any special meetings and/or special events scheduled and conducted by the aforementioned organizations.
5. All regular monthly meetings of Veterans' Service Organizations (VSO's), previously approved by the Home Committee. Meetings scheduled Monday through Thursday (excluding holidays) may not be superseded, under ordinary circumstances. Meetings scheduled Friday through Sunday are subject to supersession, if a Home business opportunity arises.

Section 105. Hours of Operation

1. Daily hours of operation and any days which the Home may be closed shall be approved by the Home Committee.
2. Special meetings and/or special events conducted at the Home shall be coordinated and scheduled through the Home Manager.
3. Hours for the sale of beer, wine and other alcoholic beverages in the Home shall not conflict with state and local laws.

## **ARTICLE II - MEMBERS AND GUESTS**

Section 201. Members

1. To be a member in good standing, annual dues must be paid to the Fleet Reserve Association or the Ladies Auxiliary of the Fleet Reserve Association at the amount set within the Constitution & By-Laws of the FRA or LAFRA.
2. All members in good standing of Branch 269 and Unit 269 shall be members of the Home and shall be entitled to a voice and vote at meetings of the General Assembly.
3. Members in good standing of other branches and units, and Members-at-Large of the Fleet Reserve Association shall be accorded the privileges of the Home. Such members may also attend meetings of the General Assembly and may be granted the floor, but without vote.
4. There is a 24-hour waiting period on new application.

Section 202. Guests

1. All non-members entering the Home must be sponsored by a member.
2. All guests will be signed in the Guest Log.
3. Guests will leave the FRA, Low Country Home when their sponsor departs. This bylaw does not apply to contracted events in the banquet room.
4. Number of guests per member is unlimited, provided bylaws Section 202, #1-#3 is obeyed.

## **ARTICLE III - GOVERNING BODY**

Section 301. The Governing Body of the Home shall consist of:

1. A Home Committee Chairman elected by the General Assembly. The Home Committee Chairman shall be a member of Low Country Branch 269. Nominations for Home Committee Chairman will be taken in April and May of each year and voted upon at the May General Assembly meeting. The incoming Home Committee Chairman will take office on 1 June of each year.
2. Ten (10) Home Committee members elected by the General Assembly. The Vice Chairman shall be a member of Low Country Branch 269 and the remaining nine members shall be members of Low Country Branch 269 and up to four (4) of these members can be from Unit 269. Nominations for Vice Chairman, Financial Secretary, Administrative Secretary, Building & Grounds Director, Special Events Director, and Membership & Security Director will be taken individually in April and May of each year and voted upon individually at the May General Assembly meeting. Nominations for the remaining four (4) directors will be taken collectively in April and May of each year and voted upon collectively at the May General Assembly meeting. The incoming Home Committee members will take office on 1 June of each year.

## **ARTICLE IV - REGULATIONS FOR ELIGIBILITY, TERMS OF OFFICE, REMOVAL FROM OFFICE AND VACANCIES ON THE GOVERNING BODY**

Section 401. Eligibility

1. Persons elected to the Governing Body of the Home shall be members in good standing of Branch 269 or Unit 269.
2. The employees of FRA Low Country Home, both compensated and non-compensated, are ineligible to serve as a member of the Governing Body. This rule is intended to maintain a distinct separation of those operating and handling of the the Home from those over-seeing the operation and auditing of the funds of the Home.

Section 402. Terms of Office

1. Terms of office for the Home Committee members will be for one (1) year.
2. Terms of service will be from 1 June of the year elected through 31 May of the following year.

Section 403. Removal from Office

1. Should the Home Committee Chairman or any of the ten (10) Home Committee members become derelict in the performance of his/her duties, the Branch President is empowered to remove the offending individual(s) from such position. Such action will be reported to the General Assembly for approval.
2. Should any member of the Home Committee absent himself/herself from two consecutive meetings of the Home Committee, without a valid excuse, he/she may be dropped as a member of the Home Committee.

Section 404. Vacancies on the Governing Body

1. In the event of a vacancy on the Home Committee, the Low Country Branch 269 President shall appoint a member of Branch or Unit 269 to serve the remainder of the member's term.

## **ARTICLE V – MEETINGS**

Section 501. The Home Committee shall meet at the Home each month within one week prior to the Branch meeting. A quorum consisting of five (5) members of the Home Committee and the presiding officer must be present to convene the meeting.

Section 502. The Home Committee shall report to the General Assembly at each Branch meeting.

Section 503. Special meetings of the Home Committee may be called by the Chairman of the Home Committee or by petition of two-thirds (2/3) of the of the Home Committee members. Such petition shall be in writing.

Section 504. In unusual circumstances, business ordinarily discussed in a Home Committee meeting may be conducted by the Chairman via e-mail or telephone in lieu of calling a special meeting. Such business will be properly recorded in the report to the General Assembly. .

Section 505. The Home Committee may convene in “Special Executive Session”, not open to the general membership, to discuss personnel matters as they relate to the paid staff of The Home. Business conducted in the session will be recorded in the report to the General Assembly.

## **ARTICLE VI - OFFICIAL DUTIES**

Section 601. Chairman - The Chairman is the presiding officer of the Home Committee and the tie-breaking vote. In addition, he/she shall:

1. Receive the monthly inventory of all consumable merchandise from The Home Manager.
2. Hire and bond a Home Manager with the approval of the Home Committee.
3. Be authorized and directed to enforce the By-Laws, Home Rules and the Code of Conduct of the Home.
4. Keep well informed of all correspondence, both incoming and outgoing. Ensure that all correspondence is handled expeditiously.
5. Keep current with the financial status of the Home. Familiarize himself/ herself with the system utilized in recording and filing financial accounts. Work closely with the Home Manager on all financial matters concerning the Home.
6. Ensure the Home Committee members are made fully aware of all known financial or other discrepancies.
7. Be responsible for the procurement of all required insurance to provide proper coverage for the Home, including Property Damage, Fire, Flood, Liability, Theft/Robbery, Fidelity Bonds and Workman’s Compensation.
8. Carry out all approved recommendations of the Home Committee.
9. Be responsible for obtaining all licenses for the operations of the Home as required by federal, state, and local laws.
10. Have the authority to suspend, for up to one week (7 days), the Home privileges of any member if warranted by circumstances that reasonably can be expected to be supported by the Home Committee.
11. Participates in other Home Committee duties as set forth in Section 608.
12. Be responsible for the contracting of a Certified Public Accountant (CPA) or Licensed Public Accountant (LPA) to prepare the financial records of the Home.
13. The Home Committee Chairman will provide an oral and written report, including financial information, to the General Assembly at each monthly Branch meeting.

Section 602. Vice Chairman – The Vice-Chairman presides over meetings in the absence of the Chairman. In addition, he/she shall:

1. Chair the audit of all cash on hand belonging to The Home on a monthly basis. This audit is to be conducted independent of the audit of financial books, records, and accounts of receipts and disbursements. Deliver a written Cash Audit Report at each monthly meeting.
2. Participate in other Home Committee duties as set forth in section 608.

Section 603. Financial Secretary.

1. The Financial Secretary chairs the monthly audit of the Home financial records. Deliver a written Financial Statements Audit Report at each monthly meeting.
2. Participates in other Home Committee duties as set forth in section 608.

Section 604. Administrative Secretary.

1. The Administrative Secretary records and maintains the minutes for all home committee meetings.
2. Maintains the Home Bylaws incorporating any new changes.
3. Participates in other Home Committee duties as set forth in section 608.

Section 605. Building & Grounds Director

1. The Building & Grounds Director directs and supervises the volunteer labor for the monthly *Field Day*, and provides maintenance support to The Home Manager, as needed.

2. Receive a written purchase/disposed form from the Home Manager each time equipment/property is purchased or disposed. Place a FRA Home property tag on all newly purchased equipment/property greater than \$50 in value. Deliver a written equipment/property inventory at each monthly meeting, reporting any changes from the previous month.
3. Receive, process, order and install FRA Home Building Fund Bricks.
4. Conduct monthly inspections of the Home's building and grounds and provide a written report to the Home Committee at the monthly Home Committee meeting listing issues needing to be addressed, as well as previous issues having been resolved.
5. Participates in other Home Committee duties as set forth in Section 608.

Section 606. Special Events Director

1. The Special Events Director coordinates with The Home Manager and volunteer labor to support special events at the Home as depicted in the annual FRA Home's special events calendar.
2. Responsible for advertising special events by creating and posting flyers in The Home; e-mailing event information to Branch and Unit members; and submitting advertisement to the Low Country Scuttlebutt.
3. Responsible for decorating The Home for special events.
4. Participates in other Home Committee duties as set forth in section 608.

Section 607. Membership & Security Director

1. The Membership & Security Director maintains the e-mail address book, updating it monthly from inputs from the Branch and Unit Secretaries.
2. Maintains the security key cards by reviewing the monthly changes to membership rosters, deprogramming key cards of suspended members, maintaining the inventory list of key card holders, and ordering new key cards.
3. Maintains the "response to security alarm" list.
4. Maintains an inventory list of key holders and security system access code holders.
5. Participates in other Home Committee duties as set forth in Section 608.

Section 608. Home Committee - The Home Committee is the governing body of the Home on all matters affecting the organization. The Home Committee shall:

1. Rule upon recommendations for the improvement of the Home.
2. Rule on the purchase of any equipment, fixture, article of furniture, etc., less than \$2,000.00 monetary value, purchased in any monthly accounting period. Purchases exceeding \$2,000.00 shall be controlled as required by Article VIII.
3. Investigate and rule on the suspension of privileges of any member when written charges are presented, whenever the member is under temporary suspension by the Home Committee Chairman or charges that are being preferred by another member.
4. Rule upon requests and recommendations of the Home Committee Chairman for the efficient operation of the Home.
5. Set the salaries and/or hourly wage scale in compliance with applicable Federal Labor Laws.
6. Approve any bonuses to be presented to employees.
7. Review the circumstances relating to the discharge of any Home employee, when requested in writing to do so by the former employee.
8. Audit the financial books, records, and accounts of receipts and disbursements of the Home on a monthly basis utilizing generally practiced accounting procedures.
9. Audit all cash on hand belonging to the Home on a monthly basis. This audit is to be conducted independent of the initial audit of financial books, records, and accounts of receipts and disbursements.
10. Review the By-laws, the Home Rules and the Code of Conduct of the Home annually. All Home Committee members will sign the Chairman's copy acknowledging the review has been completed.
11. Present a copy of recommended changes of By-Laws, the Home Rules and the Code of Conduct of the Home, to the General Assembly for action in accordance with Article IX.
12. Participate in the Tuesday evening event, in person or by proxy, in accordance with the Tuesday evening event watch bill.

13. Participate in the monthly Field Days at the Home. Should any member of the Home Committee absent himself/herself from two consecutive field days without a valid excuse, as determined by the Home Committee Chairman, he/she shall be removed as a member of the Home Committee.

Section 609. Home Manager - The Home Manager is **NOT** an officer of the Home. He/she shall be hired by the Chairman of the Home Committee, with the approval of the Home Committee. He/she works for and is responsible to the Home Committee. He/she shall attend all meetings of the Home Committee as an advisor, but **NOT** as a voting member. Branch 269's President and Vice President may not be employed as Home Manager due to the inherent conflict of the Home Manager being responsible to the Home Committee, who is responsible to the Branch 269 President and Vice President. In addition he/she shall:

1. Be authorized and directed to carry out and enforce the Home Bylaws, the Home Rules and Home Code of Conduct at all times.
2. In coordination with the Building & Grounds Director, accept custody of and be responsible for the maintenance of the Home building and all equipment belonging to the Home.
3. In coordination with the Building & Grounds Director, make all purchases of merchandise or contract for the maintenance and/or repairs to the Home building and equipment on the competitive market at the most economical cost not to exceed \$2000.00.
4. Ensure all purchases of merchandise are documented by a receipt or voucher.
5. Ensure all cash sales are recorded on a cash register at the time of sale and any other cash transactions documented on the daily cash sheet.
6. Have sole responsibility for the cashing of all checks (personal, payroll, etc.) with Home funds. This responsibility may be delegated by him/her to designated employees. Check cashing will be in accordance with Home Rule III, section 301.
7. Have the authority to hire all Home employees and, if necessary to discharge employees.
8. Adjust the prices of products sold to reflect the changes in cost of said products. Obtain Home Committee ratification of price changes at the next regularly scheduled Home Committee meeting.
9. Compute the weekly wages earned by hourly employees at the hourly rate set by the Home Committee.
10. Keep the financial records and daily books of the Home business in an accurate and proper form, keeping a close account of all receipts and disbursements. Ensure the timely payment of all bona fide bills and obligations of the Home, keeping receipts of all expenditures.
11. Prepare and deliver to a licensed accounting firm, the yearly books for verification and preparation of the yearly tax statements, and be available to such firm to assist as required.
12. Make available monthly to the Home Committee Financial Secretary, prior to the Home Committee meeting, all financial records, receipts, expenditures, and balances on hand.
13. Bring to the immediate attention of the Chairman and the Home Committee all known financial or other discrepancies.
14. Monitor the Home's cash flow and ensure all cash on hand exceeding \$6,275.00 is properly deposited in the Home checking account in accordance with Article VII.
15. Monitor The Home's ATM cash flow and ensure cash is transferred from the ATM account to the ATM machine, to ensure adequate cash on hand in the machine.
16. Monitor the receipts and expenditures of all monies from coin-operated machines, ensuring that all monies, corresponding with receipts from the owners, are properly entered on the appropriate daily cash assets.
17. Maintain inventory control, keeping records to show purchases and sales by category, i.e., whiskey, beer, wine, food, and miscellaneous merchandise, separating bar sales by regular and reduced prices. Provide written report of inventory at the monthly Home Committee meeting.
18. Be authorized to pay all wages to employees as prescribed by the Home Committee.
19. Be responsible for the proper maintenance of tax records, payroll deductions and the payment thereof. This includes any and all forms of tax for which the Low Country Home, Inc., is liable.
20. Be custodian of all insurance policies, deeds, titles, and other evidence of liens, and fidelity bonds of the Home
21. Be custodian of a safe of sufficient size to hold valuable records, papers, accounts of office and business operating funds, ensuring the Home Committee Chairman and Vice Chairman are aware of the combination to said safe.
22. Be responsible for the daily operation of the Home, including bookings of entertainment, ensuring adequate staff is scheduled. In coordination with the Special Events Director, prepare the Home for significant calendar events, such as St. Patrick's Day, New Year's Eve, etc.

23. Be responsible for promoting the business of the Home for the FRA and LAFRA members and their bonafide guests.
24. Maintain a Standard Operating Procedures (SOP) to communicate his/her written directions to all staff members of The FRA Low Country Home.
25. Generate and deliver a written purchase/disposed form to the B&G Director each time equipment/property is purchased or disposed.

## **ARTICLE VII – BANK ACCOUNTS**

Section 701. Checking Account – A checking account in the name of Low Country Home, Inc. will be maintained for the day-to-day operations of the Home. The Home Manager will be the primary signatory for the checking account. The Home Committee Chairman will be the secondary signatory. Any check written against the Low Country Home, Inc. checking account must be signed by either the Home Manager or the Home Committee Chairman.

Section 702. Savings Account (Escrow Fund) – One twelfth of the expense of property taxes and insurance and one twenty-fourth of the expense for bi-annual beer and liquor licenses shall to deposited monthly into a savings account, so funds can be escrowed until payments of said expenditures are due. Deposits and withdrawals shall be made by the Home Manager and/or Home Committee Chairman.

Section 703. Savings Account (Building Fund) – After deposits and payments are made and future expenditures are considered, funds in the excess of \$7,000.00 in the Checking Account shall be deposited into the Savings Account (Building Fund) each Friday. The Building Fund will be administered by three (3) trustees elected by the General Assembly. They are charged with safeguarding the Building Fund. Two (2) trustees must sign the withdrawal document to withdraw money from the Building Fund. The Building Fund account shall maintain a minimum amount of twenty thousand dollars (\$20,000.00) for the purpose of making emergency repairs or purchases to replace existing major equipment belonging to The Home.

Section 704. Checking Account (ATM) – A checking account in the name of FRA, Low Country Home ATM will be maintained for cash flow for the ATM machine. A total sum of \$6,000.00 will be maintained, consisting of bank account balance, cash on hand in the ATM machine, and pending deposits. The Home Manager will be the primary signatory and the Home Committee Chairman will be the secondary signatory for the Checking Account (ATM).

Section 705. Building Fund Trustees – Any member of the Branch 269 and up to one member of Unit 269 may serve as Building Fund Trustee. Each trustee will be elected by the General Assembly for a term of three (3) years. Each year, one trustee will be elected by vote of the General Assembly, ensuring continuity in the administration of the Building Fund. If a trustee cannot finish his/her term, the Home Committee Chairman will appoint a replacement for the remainder of the trustee's term. The Chairman, members of the Home Committee and paid employees of the Home may not simultaneously serve as Building Fund Trustee.

## **ARTICLE VIII - ASSETS**

Section 801. All property and other assets of the Home belong to the FRA, Low Country Home, Inc. Upon dissolution of the FRA, Low Country Home, Inc. all assets become the property of Fleet Reserve Association, Low Country Branch 269, a non-profit organization.

Section 802. Purchase of Assets

1. Purchases of property/assets, in excess of \$750.00 but less than \$2000.00 in any monthly accounting period, shall be approved by the Home Committee.
2. Purchase of property/assets with a value greater than \$2000.00 shall be forwarded by the Home Committee with its recommendation (favorable or non-favorable) to the General Assembly for action. A two-thirds (2/3) majority of the votes cast shall be required before the recommended purchase can be made.
3. If due to circumstances of urgency, the Home Committee may request the Branch President to schedule a special general assembly meeting. The Branch President will notify the members of the General Assembly, in writing, ten days prior to the scheduled meeting.

Section 803. Disposal of Assets

1. Sales or other disposal, of any or all property/assets of a value of \$2000.00 or less, shall be approved by the Home Committee.
2. Sales or disposal of property/assets whose value is greater than \$2000.00 shall be forwarded by the Home Committee with its recommendation (favorable or non-favorable) to the General Assembly for action. A two-thirds (2/3) majority of the votes cast shall be required before the recommended disposal/sale can be made.

**ARTICLE IX - CHANGES TO THE BY-LAWS**

Section 901. These By-Laws may be amended by a two-thirds (2/3) vote at any regular Branch meeting, provided that the written proposed amendment or amendments was given at the previous meeting.

Section 902. Any member of Branch 269 or Unit 269 may propose a change to the By-Laws at any time. The member, hereinafter referred to as the **MOVER**, shall submit the proposal to the Home Committee in writing. The Home Committee shall vote to recommend or not recommend, and forward the proposed change to the Branch Board of Directors for recommendation. It is then placed before the General Assembly for a vote.

**CODE OF CONDUCT**

1. Members and guests must be orderly and responsible at all times. Vulgarity, profanity, or indecent conduct will not be tolerated.
2. Comments reflecting unfavorably on the Armed Forces, the Fleet Reserve Association or the Home will not be tolerated.
3. Members and guests shall be responsible to the Home Manager or his/her representative for their conduct while on Home property.
4. The sponsor shall be held responsible for the conduct of his/her guests at all times while on Home property.
5. Members and guests will leave Home property immediately after being requested to do so by the Home Manager or his representative as a result of violations of the Home Rules or Code of Conduct.
6. If a person threatens bodily harm to another person, or refuses to leave Home property when requested to do so, the Home Manager or his/her representative is empowered to seek outside assistance, including the calling of law enforcement agencies.
7. Alcoholic beverages will be dispensed strictly in accordance with the provisions of South Carolina law.
8. Persons visibly under the influence of alcoholic beverages, or deemed to be so by the Home Manager or his/her representative, shall not be served alcoholic beverages and will be requested to leave the Home.
9. No person under the age of sixteen years will be allowed on the premises after 2200.
10. Home property will not be removed from the premises except with the express written consent of the Home Manager.
11. The Home Committee **shall** address breaches of the Code of Conduct by: a) issuing a verbal reprimand from the Home Committee Chairman; b) issuing a written reprimand from the Home Committee Chairman; or c) suspending the Home privileges of an offending member. Said responses will be determined by the Home Committee based upon the seriousness of the breach or breaches and the number of occurrences. Suspensions will be of such length, as deemed appropriate. The Home Committee may reinstate the Home privileges of a suspended member after an appropriate length of time.
12. The Home Committee shall address breaches of the Code of Conduct by guests based upon the seriousness of the breach or breaches by barring the guest from the FRA Home, Inc. for an appropriate length of time commensurate with the offense.
13. The Code of Conduct will be posted conspicuously in the Home at all times.

## HOME RULES

### RULE I - GENERAL INFORMATION

Section 101. The Home Manager is authorized and directed to carry out the provisions of these Rules.

Section 102. The Home Rules are not intended to, and will not be in conflict with, the Constitution and By-Laws of the Fleet Reserve Association.

Section 103. Nothing in these Rules shall be construed as preventing the extension of an invitation to other veterans and/or civic organizations to functions which are in the best interest to promote the civic welfare of the community.

### RULE II - MEETINGS, SPECIAL FUNCTIONS AND PRIVATE PARTIES

Section 201. Meetings. Branch 269/Unit 269 meetings take precedence over other meetings/functions.

Section 202. Special Functions. Special functions planned by Branch 269 and/or Unit 269 will be coordinated through the Home Manager and/or Home Committee Chairman. Ten days prior notice is requested. A written request should be submitted to preclude any misunderstanding between the Home and the organization hosting the function. This request should include a detailed listing of services desired, special arrangements required, etc.

Section 203. Private Parties. Private parties are permissible under these Rules only when a member of Branch 269 or Unit 269, in good standing, is present and assumes full responsibility for the costs and the conduct of the party. The Home Manager will be in charge of all arrangements for private parties. Private parties must vacate the premises at the time agreed upon in the arrangements.

### RULE III - CHECK CASHING POLICY

Section 301. Personal Checks. A limit on the amount for which a personal check may be written may be imposed. Third party checks will normally not be cashed. Positive identification of the person cashing a check is required.

Section 302. Returned Checks. A charge of \$25.00 for checks up to \$100.00, or \$30.00 for checks over \$100.00 will be assessed as an administrative collection fee on returned checks. First returned check shall be a loss of check cashing privileges for three (3) months. Second returned check loss of check cashing privileges indefinitely. A list of these members will be maintained by the Home Manager. (NOTE) The Home Manager/Home Committee may elicit payment of returned check before action is taken not to exceed two (2) weeks from time of notification.



## RECORD OF CHANGES

**CHANGE**

01 JUL 2001      Increased Home Committee to six members

**CHANGE**

01 APR 2006      Increased Home Committee to eight members

**CHANGE**

01 JUN 2006      Added Building & Grounds Director.

**CHANGE**

01 DEC 2006      Modified paragraph 11 of the Code of Conduct.

**CHANGE**

01 JUN 2007      Added Special Events Director

**CHANGE**

01 NOV 2007      Added Membership & Security Director

**CHANGE**

01 DEC 2007      Duties of Home Manager

**CHANGE**

14 FEB 2008      Change to Code of Conduct

**CHANGE**

23 AUG 2010      Duties of B&G Director & Home Manager

**CHANGE**

15DEC2011      Building Fund minimum balance.

**CHANGE**

19APR2012      Bank Accounts; sections 202, 702, 703, 704, and 705.