

**Jewish War Veterans of the United States of America**  
**2d. Lt. Raymond Zussman Post 135**  
**By-Laws**

**ARTICLE I**  
**NAME AND PRECEDENCE**

**Section I. Name.**

The name of this organization is "2d. Lt. Raymond Zussman Post 135" of the Jewish War Veterans of the United States of America. The name may be abbreviated to "Post 135."

**Section II. Precedence.**

- A. Within the State of Michigan, the Department of Michigan is the governing body of all Posts chartered by the Jewish War Veterans of the United States of America (JWV-USA).
- B. These By-Laws supplement those of the Jewish War Veterans Department of Michigan (JWV-MI) and JWV-USA, and they shall be in force and effect unless they contravene the Constitution, By-Laws, or Manual of Ceremonies (MOC) of those organizations.
- C. Articles not detailed within these By-Laws are in effect as expressed in JWV-MI By-Laws (ARTICLE XIII—Post Administration) and JWV-USA By-laws (ARTICLE IX, Posts).

**ARTICLE II**  
**MEMBERS**

- A. The definition of "Member," "Patron," and other similar categories of membership shall be established by ARTICLE III—Membership of JWV-MI By-Laws and JWV-USA.
- B. Any member who fails to pay annual membership dues shall be notified by mail and, after failing to pay annual dues for a period of two (2) years, shall be removed from Post membership.

**ARTICLE III**  
**OFFICERS AND RESPONSIBILITIES**

**Section I. Elected Officers.**

- A. The following officers shall be elected officials of the Post:
  - 1. **Commander.** As a minimum, the Commander shall:
    - a) Perform duties prescribed in Part III of the JWV-USA MOC.
    - b) Lead the Post utilizing the expectations and standards of:
      - 1) The JWV-USA "Checklist to Keep Your Echelon in Good Standing and Thriving," also known as the "Good Standing Checklist" available at <https://www.jwv.org/wp-content/uploads/2024/03/Good-Standing-Checklist-2-5-24.pdf>
      - 2) The JWV-MI By-Laws Preamble and Article I, Section 3.
    - c) Ensure the Post is represented on all Department-level committees (i.e., Program, Fundraising, Membership & Public Relations, Budget, Awards, Nominating, and such other committees as may be required).
    - d) Represent the Post at JWV-MI Executive Committee, other veteran organization meetings, and within the community.
  - 2. **Senior Vice Commander.** As a minimum, the Senior Vice Commander shall:
    - a) Perform duties prescribed in Part III of the JWV-USA MOC.
    - b) Be prepared to replace the Commander and perform the Commander's duties should the Commander be absent, unavailable or disabled.
- B. Post Nominating Committee.
  - 1. Formation of the Post Nominating Committee will be announced at the first general Post

**Jewish War Veterans of the United States of America**  
**2d. Lt. Raymond Zussman Post 135**  
**By-Laws**

meeting held after January 1 of each year.

2. The Nominating Committee will be chaired by the Immediate Past Post Commander and up to three other Post members selected by the chair. In the event the Immediate Past Post Commander is not available, the Department Commander will designate a member from the Post to act on behalf of the Immediate Past Post Commander.
  3. The Post Nominating Committee shall meet at such time as to be able to present its nomination slate at the April general meeting.
  4. Nominees must be Members in good standing.
- C. Elections.
1. Elections shall be held yearly at the April general Post meeting.
  2. Nominations can be made from the floor during that meeting.
  3. The Post shall vote the proposed slate and any nominations from the floor. A simple majority of members present and qualified to vote is required to elect any officer.
  4. The elected officers shall take office at the conclusion of the election general meeting.
  5. The installing officer shall be the most recent former Post Commander.
  6. The installing officer is responsible for completing and submitting the JWV-USA Post Installation Form available at <https://www.jwv.org/wp-content/uploads/2024/03/Post-Installation-March-3-2024-interactive.pdf>.

**Section II. Appointed Officers.**

- A. The Commander shall appoint a Quartermaster and an Adjutant within 7 days of being elected.
1. **Quartermaster.** As a minimum, the Quartermaster shall:
    - a) Perform duties prescribed in Part III of the JWV-USA MOC.
    - b) Prepare and submit an annual budget within ninety (90) days of approval of JWV-MI budget.
    - c) Ensure all required financial reporting is accomplished within prescribed Federal, state, and JWV-USA guidelines.
    - d) Ensure budgeted and approved expenses are paid on a timely basis.
    - e) Ensure funds received from all sources are deposited on a timely basis.
    - f) Conduct all Post financial operations in accordance with the JWV-USA "Financial Checklist." See: [https://www.jwv.org/wp-content/uploads/JWV\\_Financial\\_Checklist.pdf](https://www.jwv.org/wp-content/uploads/JWV_Financial_Checklist.pdf).
  2. **Adjutant.** As a minimum, the Adjutant shall:
    - a) Perform duties prescribed in Part III of the JWV-USA MOC.
    - b) Record meeting minutes and distribute in a timely fashion to Post members, the JWV-MI Communications Officer for posting to the JWV-MI website, and the JWV-MI Historian for transmittal to the JWV-MI Archives.
    - c) Receive, report on, and prepare other Post communications as required.
- B. Other officers, e.g., Post Junior Vice Commander, shall be appointed as deemed necessary by the Post Commander.
- C. Appointed officers may be chosen from among members in good standing of any membership category.
- D. The Post Commander may modify the appointed officers' responsibilities as necessary.

**ARTICLE IV**  
**MEETINGS**

**Section I. Scheduling of Meetings.**

- A Post meetings will be held at least quarterly, with the exception of those months when the JWV-

**Jewish War Veterans of the United States of America**  
**2d. Lt. Raymond Zussman Post 135**  
**By-Laws**

- USA National Executive Committee meets and during periods of probable inclement weather.
- B. Notices of Post meetings will be sent to members at least seven (7) days and not more than thirty (30) days in advance of the scheduled meeting date.

**Section II. Conduct of Meetings.**

- A. Meetings may be conducted in-person, virtually, or in combination of both methods.
- B. Six (6) Post members in good standing shall constitute a quorum of any meeting of the Post.
- C. The result of any vote shall be decided by a simple majority of those present and eligible to vote. In the event of a tie vote, the Post Commander shall cast the deciding vote.
- D. The Post shall adhere to and conduct meetings as prescribed by Robert's Rules of Order. In the event of disputes, the Post Commander shall decide the issue. An appeal from the ruling shall be taken to the Department Judge Advocate in such manner as may be prescribed by the Department Commander.
- E. Robert's Rules of Order shall govern the Post in all cases to which they are applicable and in which they are not inconsistent with these By-Laws, the JWV-MI By-Laws, or JWV-USA By-laws.

**ARTICLE V**  
**FINANCES, AUDITING, AND FINANCIAL REPORTING**

**Section I. Finances.**

- A. Custody of all Post finances and assets shall be the responsibility of the Post Commander.
- B. All income from whatever source shall be deposited in the general savings or checking accounts or transferred to certificates of deposit or similar financial instruments..
- C. Funds in excess of the general checking account's minimum required balance plus \$500.00 shall be deposited in FDIC insured interest-bearing savings accounts, certificates of deposit, or similar financial instruments.
- D. Funds from poppy donations shall be a separate line item in the general accounts and are to be used solely for veteran needs.
- E. The Post Commander shall have the discretion to authorize expenditure of general non-poppy funds, other than for non-budgeted items, not to exceed \$100.00 between Post meetings, provided the purpose is Post related.
- F. All expenses from \$100.01 to \$999.99 must be approved by the Post Commander or Senior Vice Commander and the Quartermaster before payment. Budgeted expenses are excepted.
- G. All expenses \$1,000.00 and over must first be approved by the Post Commander or Senior Vice Commander and the Quartermaster and approved at a Post meeting. Budgeted expenses are excepted.
- H. All expenditures, regardless of amount, must be reported individually during the "Quartermaster Report" portion of the Post meeting.
- I. No officer or member shall incur any expense or charge the credit of this Post without approval as specified above. Expenses or charges that have not been approved are the personal responsibility of that officer or member.

**Section II. Auditing and Financial Reporting.**

- A. Financial examination of all records of the Post shall be conducted on a periodic basis, except as required by direction of the Department Commander or by JWV-USA. Financial examination shall be done by an individual appointed by the Department Commander.
- B. Auditing, if requested, shall be conducted by a Certified Public Accountant appointed by the

**Jewish War Veterans of the United States of America**  
**2d. Lt. Raymond Zussman Post 135**  
**By-Laws**

- Department Commander. Funding for an audit is the responsibility of the Post.
- C. The Quartermaster, in coordination with the Post Commander, is responsible for preparing Federal, state, and JWV-USA financial reports.

**Section III. Post Funds in Banks and Other Financial Institutions**

Posts within JWV-MI are entitled to open and maintain accounts and deposit funds in their names with banks and other financial institutions. If the originator of the account, the current supervisor of the account, the Post Commander, the Post Quartermaster and the signers on said account are presumptively incapable of performing their duties associated with said account, the Commander and Quartermaster of JWV-MI, at the time the power is exercised, shall have the right and duty to take possession and assume supervisory responsibility of and for said account for the benefit of the Post and/or JWV-MI.

**ARTICLE VI**  
**RATIFICATION, AMENDMENT, OR REVISION**

- A. These By-Laws may be altered, amended or revised by two-thirds (2/3) vote of the members present after a reading at a regular Post meeting after due notice of the proposed change has been given to each member.
- B. These bylaws shall become effective upon their adoption, subject to approval by the Commander JWV-MI and Certification by the JWV-USA National Judge Advocate.
- C. A copy of these approved and Certified By-Laws shall be given to every Post member.


**APPROVED BY ACTION OF THE POST**

Date: 27 Oct 24

Attest:   
Donald F. Schenk  
Commander  
2d Lt. Raymond Zussman Post 135

**APPROVED**

Date: Oct 27, 2024

Attest:   
Mark A. Weiss  
Commander  
Department of Michigan