

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. These BY-LAWS shall govern the Home. 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 prominently 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 **UNIT 269**.
3. All regular monthly meetings of the **HOME COMMITTEE**.
4. Any special meetings and/or special events scheduled and conducted by the organizations.
5. All regular monthly meetings of Veterans' Service Organizations (VSOs). Meetings scheduled Monday through Thursday (excluding holidays) may not be superseded, under ordinary circumstances.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. The Home Manager(s) or staff may close the Home under emergency situations.
2. Special meetings and/or special events conducted at the Home shall be coordinated and scheduled through the Home Manager(s).
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 and By-Laws of the FRA and LA FRA. (ROSTER IS THE AUTHORITY.)
2. All members in good standing of Branch 269 and Unit 269 shall be members of the Home. Members shall be entitled to a voice and vote at meetings of the General Assembly on matters of the Home.
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 privilege to speak about Home matters when authorized by the Presiding Officer, and under the Good of the Order.
4. There is a 24-hour waiting period on new applications.

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. This bylaw does not apply to contracted events in the banquet room.
4. Number of guests per member is unlimited as authorized by Section 202, subsections 1-3 and the Code of Conduct.

ARTICLE III – GOVERNING BODY

Section 301. The Governing Body of the Home shall be as follows:

1. A Home Committee Chairman, Financial Secretary, Administrative Secretary and eight (8) Directors who are members in good standing of Branch and Unit 269. The offices of Chairman, Financial Secretary and Administrative Secretary must be members of Branch 269. The eight Directors will consist of members of Branch 269 and up to four (4) members of Unit 269.
2. Nominations for the office of Chairman, Financial Secretary and Administrative Secretary will be taken individually. Nominations for the eight (8) Directors will be taken collectively. All nominations will be taken in April and May of each year and voted upon at the May General Assembly meeting.

3. The incoming governing body's offices becomes effective 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 paid employees of the FRA Low Country Home 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 Home from those overseeing 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.
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 terminated from office.

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 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 and placed in the Home files.

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 annual inventory of all consumable merchandise from the Home Manager(s).
2. Hire and bond the Home Manager(s) with the approval of the Home Committee.
3. Be advised 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(s) 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. Ensure 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. Ensure all licenses for the operation of the Home are obtained 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. Shall participate in other Home Committee duties as set forth in Section 604.
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. Financial Secretary.

1. The Financial Secretary records and provides a written Financial Statement at each monthly meeting.
2. Shall participate in other Home Committee duties as set forth in Section 604.

Section 603. Administrative Secretary.

1. The Administrative Secretary records and maintains the minutes of all Home Committee meetings.
2. Shall participate in other Home Committee duties as set forth in Section 604.

Section 604. 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 \$3,000.00 monetary value, purchased in any monthly accounting period. Purchases exceeding \$3,000.00 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 of employees 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. Review the financial books, records, and accounts of receipts and disbursements of the Home monthly, utilizing generally practiced accounting procedures.

9. Audit all cash on hand belonging to the Home monthly. This audit is to be conducted independent of the initial audit of financial books, records, and accounts of receipts and disbursement
10. Review the By-Laws, 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, 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 event watch bill.
13. Participate in the Field Days at the Home when scheduled.

Section 605. Home Manager. The Home Manager(s) is/are **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(s) due to the inherent conflict of interest since the Home Manager(s) is/are responsible to the Home Committee, who in turn are 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 By-Laws, Home Rules, and Home Code of Conduct at all times.
2. In coordination with the Home Committee, 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 Home Committee, 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 \$3,000.00.
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 transaction 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 to his/her 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 \$9,500.00 is properly deposited in the Home checking account in accordance with Article VII.
15. Monitor the Home's ATM to ensure it is in good working order.
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. Upon request, provide a 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 payment thereof. This includes 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 is 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 Home Committee, as pertains to special events, 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 LA FRA members and their bona fide guests.
24. Maintain Standard Operation Procedures (SOP) to communicate his/her written directions to all staff members of the FRA Low Country Home, Inc.
25. Generate and deliver a written purchase/disposal form to the Home Committee each time equipment/property is purchased or disposed.

Section 606. Kitchen Supervisor. The Kitchen Supervisor is NOT an officer of the Home. He/she shall be hired by the Home Manager with the approval of the Home Committee. He/she works for and is responsible to the Home Manager. In addition, he/she shall:

1. Oversee the preparation and cooking of food to ensure quality standards are met.
2. Manage kitchen staff scheduling, including assigning specific tasks and shifts to ensure efficient operation.
3. Implement and enforce health and safety regulations within the kitchen to comply with legal and organizational standards. Ensure compliance with state, federal, and local food handling requirements and standards.
4. Order and manage inventory of food supplies and kitchen equipment ensuring availability while consuming costs.
5. Develop and update menus in collaboration with Home Manager, considering customer preferences and seasonal ingredients.
6. Train new kitchen staff on cooking techniques, presentation standards, and kitchen protocols.
7. Resolve conflicts within kitchen staff to maintain a harmonious environment.
8. Conduct regular maintenance checks on kitchen appliances and equipment to prevent unexpected malfunctions.
9. Maintain kitchen area under ServSafe guidelines.
10. Exercise leadership skills by coordinating kitchen staff during busy times.
11. Train new employees per procedures. State standards, and ServSafe standards.
12. Executive opening and closing duties including DHEC food/kitchen safety inspections and associate development.
13. Monitor cooking and chill temperatures.
14. Cook foods by baking, roasting, broiling, frying, sauté, steaming, and grilling.
15. Assists in the implementation and management of kitchen FRA Home policies and procedures throughout scheduled shift.
16. Completes the duties of a cook when needed, and is capable of performing the duties of all kitchen positions.
17. Ensures products are stored at the correct temperatures and all appliances and equipment are properly cleaned and shutdown.

18. Participates in the hiring process by conducting interviews and making hiring recommendations to the Home Manager.
19. Be required to obtain ServSafe Food Manager Certification and ServSafe Food Handling certifications for all kitchen staff.
20. Must take prompt, appropriate action to turn dissatisfied customers, including reporting any unresolved disputes to Home Manager for appropriate action.
21. Performs opening, closing, and side work duties as instructed and according to proper guidelines.
22. Keeps workstation and equipment clean, organized, sanitized, and properly stored.”

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(s) 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(s) or the Home Committee Chairman.

Section 702. Savings Account. After deposits and payments are made and future expenditures are considered, funds in the excess of \$12,000.00 in the Checking Account shall be deposited into the Savings Account. The Savings Account shall maintain a minimum amount of Five thousand dollars (\$5,000.00) for making emergency repairs or purchases to replace existing major equipment belonging to the Home.

Section 703. Checking Account (ATM). A bank account in the name of FRA Low Country Home ATM shall be maintained for cash flow of the ATM machine. A total sum of \$8,000.00 will be maintained in the account to properly operate the ATM machine. The Home Manager(s) will be the primary signatory and the Home Committee Chairman will be the secondary signatory for the ATM account. (THIS SECTION ONLY APPLIES IF FRA HOME OWNS THE ATM).

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 by the Home Manager(s), in excess of \$1,500.00 but less than \$3,000.00 in any monthly accounting period, shall be approved by the Home Committee.
2. Purchase of property/assets with a value greater than \$3,000.00 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 Board of Directors meeting for the sole purpose to withdraw required funds. Any action approved by the Board of Directors must be ratified at the next regularly scheduled Branch business meeting by the General Assembly.

Section 803. Disposal of Assets.

1. Sales or other disposal, of any or all property/assets of a value of \$50.00 to \$3000.00, shall be approved by the Home Committee. Sales or disposal of property/assets whose value is greater than \$3000.00 shall be forwarded through 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/were given at the previous meeting.

The changes as amended shall be promulgated in the Branch Newsletter prior to the next regularly scheduled Branch 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(s) 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(s) or his representative because 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(s) 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(s) 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(s).
 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;
 - 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 shall be prominently posted in the Home at all times.

HOME RULES

RULE I – GENERAL INFORMATION

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

Section 102. The Home Rules are not intended to, and will not 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(s) 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(s) will oversee 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 \$35.00 for checks up to \$100.00 or \$40.00 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 will result in loss of check cashing privileges indefinitely. The Home Manager(s) will maintain a list of these members. **NOTE:** The Home Manager(s) 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 2006 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 Building & Grounds Director and Home Manager

CHANGE

15 DEC 2011 Building Fund minimum balance

CHANGE

19 APR 2012 Bank Accounts; Sections 202, 702, 703, 704 and 705

CHANGE

13 JUL 2013 Added Galley Director

CHANGE

16 AUG 2015 Amended Section 301 to change Vice Chairman, Building & Grounds Director, Special Events Director, Membership & Security Director from voted positions to appointed positions by the Home Committee Chairman. Deleted Galley Director. Deleted Sections 602, 605, 606, and 607. Renumbered Sections of Article VI accordingly.

CHANGE

18 AUG 2016 Deleted non-compensated employees from Section 401

CHANGE

- 18 OCT 2018 Where ever it appears; Manager changed to Manager(s).
- Section 103. Changed conspicuously to prominently for Code of Conduct Posting.
 - Section 104.5. Removes previously approved by the Home Committee for VSO meetings.
 - Section 105.1 Added sentence for emergency situations.
 - Section 201.1 Added (Roster is the Authority)
 - Section 201.2 Revised members entitlement.
 - Section 201.3 Revised privilege to speak for members of other Branches/Units.
 - Section 202.3 Revised guests will leave the FRA Home when sponsor departs and Added this Bylaw is not applicable to contracted events.
 - Section 202.4 Reworded sentence on number of guests.
 - Section 301. Redefined governing body. Removed Building & Grounds Director, Special Event Director & Membership & Security Director as voted on Positions. Previously removed in 2015.
 - Section 505. Changed Special Executive Sessions related to the paid staff of the Home.
 - Section 601.1. Changed monthly report to annual report.
 - Section 601.7 & 9. Revised wording of obtaining insurance, licenses, etc.
 - Section 601.11. Rewords duties & identifies Section 604 vice 609.
 - Section 602.1 & 2. Redefines Financial Secretary duties. Identifies Section 604 vice 609.
 - Section 603.2 Identifies Section 604 vice 609.
 - Section 604.5. Adds employees to sentence.
 - Section 604.13. Adds when scheduled.
 - Section 605. Reworded requirement for Home Manager.
 - Section 605.3. Changed \$2000.00 to \$3000.00 to update requirements.
 - Section 605.6. Reworded responsibility may be delegated.
 - Section 605.14. Changed \$6275.00 to \$9500.00 to update requirements.
 - Section 605.15. Redefined Home ATM requirements.
 - Section 605.17. Changed requirements from monthly to when requested.
 - Section 702. Deleted. No longer exists.
 - Section 703. Renumbered Section 702. Changed \$7000.00 to \$1200.00 for excess Funds to be transferred to checking account. Removed Trustee's and duties.
Duties of Trustee's no longer required.
 - Section 704. Renumbered Section 703. Reworded and changed amount to be Maintained from \$6000.00 to \$8000.00.
 - Section 705. Deleted. Deleted Trustee's. New Section 704 (Building Fund) added.
 - Section 802.1 Changed purchases from \$750.00 - \$2000.00 to \$1500 - \$2500 for Requiring approval from Home Committee.
 - Section 802.2 Changes \$2000.00 to @2500.00.
 - Section 802.3. Redefines circumstances of urgency and procedures.
 - Section 803.1. Combines Sections 803.1 & 803.2. Changes values from \$750 - \$2000.00 To \$50.00 - \$2500.00.

Home Rules Section 302. Changes returned check charges. Revises Note.

CHANGE

15Sep2022 Section 702. Removes Building Fund wherever appearing. Changes minimum Amount in savings account to \$5,000.00 .
Section 704. (Deleted) Building Fund Section.
Section 802.1 & 2. \$2,500.00 changed to \$3,000.00 to match Section 604.2.
Section 803.1. \$2,500.00 changed to \$3,000.00 to match Section 604.2.

CHANGE

20Jan2023 Section 901. Adds sentence to section stating changes be promulgated in Branch Newsletter

CHANGE:

7Jun2025 Added new Section 606 titled "Kitchen Supervisor."