



VFW AUXILIARY

The “**WHY**” and “**HOW**”
of
**VFW AND VFW AUXILIARY
SPECIAL ORDERS**

Senior Vice Presidents’ Conference

January 21, 2019

Kansas City, Missouri



VFW AUXILIARY

Why do you think the topic of Special Orders was selected for **YOUR** Senior Vice Presidents' Conference?



VFW AUXILIARY

VFW AUXILIARY SPECIAL ORDERS

- Suspension
- Cancellation
- Consolidation (VFW)
- Cancellation of Auxiliary after 60 days(VFW)
- Redistricting (VFW)
- Removal of Ineligible VFW Auxiliary member

Department of the Army



FORNIGLAWNS OFFICERS

VETERANS OF FOREIGN WARS AUXILIARY

NATIONAL HEADQUARTERS

Suspension Request Form

Fill out this form and return it to National Headquarters, ATTN: Nat'l. Sec.-Treasurer

Date: _____ Dept. of: _____

VFW Auxiliary Name: _____ VFW Auxiliary #: _____

Outline of the reason(s) for suspension: _____

Recommended Number of Days: _____ *(Reasons may be continued on an additional page.)*

I hereby appoint the following members to serve on the Committee:

1. _____

2. _____

3. _____

Powers and Limitations of the Committee:

(1) The Committee members are to attend the regular business meeting each month (as well as any other meetings that may be deemed necessary) and provide a written report to the Department President and to the National Secretary-Treasurer within 10 days of each meeting.

(2) The Committee shall direct the officers in the proper usage of the Ritual and Bylaws.

(3) The Committee shall instruct the members in the work of the organization (which is to include the programs as outlined in the Booklet of Instructions and the current Program Book).

(4) The Committee shall see that the officers, especially the President, who is the leader, and the Secretary, Treasurer, and Trustees understand and can fulfill their roles in the VFW Auxiliary.

(5) _____

(6) _____

(Additional Powers and Limitations may be continued on another page.)

Remember you and each Committee member is to send a monthly report of the situation and activities of the VFW Auxiliary to National Headquarters, ATTN: Nat'l. Secretary-Treasurer.

Department President's signature: _____

Date: _____

rev. 11.30.15

Example – Powers and Limitations Letter

(Use Official Department Letterhead)

Date: _____

Dear VFW Auxiliary President,

Special Order No. _____ issued by National President _____ placed VFW Auxiliary No. _____ under suspension for a period of ninety (90) days. According to Article II, Section 209 of the Bylaws, "No meetings shall be held in the name of the VFW Auxiliary or organization except for the sole purpose of the discussion of the cause, effect, or removal of the penalty. Membership dues should be continuously transmitted. No other funds of the VFW Auxiliary shall be expended or obligations incurred, except for the purpose of reinstatement from suspension during and while the order of suspension in force and effect."

"While under suspension, the business and affairs of the VFW Auxiliary may be carried on in a sphere limited to current activities (paying obligations already incurred and reinstatement from suspension) under a Department Committee." The committee is NOT to include the Department President or the VFW Auxiliary's current District President.

Therefore, as Department President, I have appointed the committee of _____ and _____, which shall have the following powers and limitations:

- (1) The committee members are to attend the regular business meeting each month (as well as any other meetings that may be deemed necessary) and provide a written report to the Department President and the National Secretary-Treasurer.
- (2) The committee shall direct the officers in the proper usage of the Ritual and Bylaws, for example. [Give additional examples.]
- (3) The committee shall instruct the members in the work of the organization (which is to include the programs as outlined in the Booklet of Instructions and the current Program Book).
- (4) The committee shall see that the officers especially the President, who is the leader, and the Secretary, Treasurer, and Trustees understand and can fulfill their roles in the VFW Auxiliary. *(Any additional powers and limitations may be added here.)*

In accordance with Article II, Section 209A, a written detailed report is to be mailed to me each month and a copy will be forwarded to the National President.

I am requesting the cooperation of all parties involved to help bring about a positive conclusion to this suspension and reinstate the VFW Auxiliary to a healthy status.

Thank you for your time and efforts on behalf of the Department of _____ and the National Organization.

Loyally,

Department President

cc: National Secretary-Treasurer
Department Secretary
District President

Committee Member
Committee Member
Committee Member



VETERANS OF FOREIGN WARS AUXILIARY
NATIONAL HEADQUARTERS

VFW Auxiliary Monthly Suspension Report Form

To be completed by each Committee member and forwarded to both the Department President and the National Secretary-Treasurer within 10 days of each meeting of the suspended VFW Auxiliary. The Department President also completes this report form based on her knowledge, concerns, etc. that she has regarding the suspended VFW Auxiliary.

DEPARTMENT OF: _____ VFW AUXILIARY NO: _____

1. List problems/concerns related to why the Ladies Auxiliary was placed on Suspension for _____ days. (Example: not holding meetings, no officers, less than 10 members paid, audit incomplete)

2. What is being implemented to help correct the problem(s)/situation(s) listed above?

3. Explain how the change(s)/idea(s) implemented has/have corrected the problem(s). (Example: Meeting night was changed so more members could attend, positive attitude among members.)

TO BE COMPLETED **ONLY AFTER** SUSPENSION PERIOD HAS ENDED:

4. What is your recommendation and why? (Example: Lift the suspension, cancel the Ladies Auxiliary, extend the suspension with reasons cited.)

Date of Meeting: _____

Date of Report: _____

Department President
Date: _____

Name of Attending Committee Member

rev. 11.30.15



VFW AUXILIARY

Cancellation of a Charter

Carefully Study Section 207

- *No Charter surrendered so long as 10 members demand its continuance.
- Unless a proposal to surrender the Charter is made at a REGULAR meeting at least ONE (1) month before the time of the action.
- Notice of said proposal in writing to every member plus other levels no less than 30 days prior to the meeting where the Charter



VETERANS OF FOREIGN WARS AUXILIARY

NATIONAL HEADQUARTERS

Surrender or Cancellation of a VFW Auxiliary Charter by the vote of the VFW Auxiliary Members

Purpose:

The purpose of this form is to assist you in ensuring that each VFW Auxiliary surrendering its Charter completes all required steps as outlined in Section 207 of the 2019 National Bylaws of the VFW Auxiliary and by the National Secretary-Treasurer.

General Instructions:

1. The attached form is to be mailed to the VFW Auxiliary President by the Department President upon notification that a vote will be taken to surrender the VFW Auxiliary Charter.
2. Dates of completed action(s) will be filled in by the VFW Auxiliary President.
3. The VFW Auxiliary President will return the form to the Department President with written notification of affirmative vote to surrender the VFW Auxiliary Charter along with a copy of the notice that was mailed to all VFW Auxiliary members informing them of the meeting to discuss surrendering the Charter 30 days before the time of action. The Auxiliary must surrender all property and money to the Department within 30 calendar days of the close of the last meeting.
4. The Department President will send a written recommendation and form to National Headquarters that the VFW Auxiliary be cancelled and shall also forward copies of all correspondence provided to her by the VFW Auxiliary. The written recommendation to National must show that it has been copied to the Post, County Council, District and Department Commanders.
5. National Headquarters will verify paperwork to ensure that proper procedure has been completed and then issue a Special Order to cancel the Charter.



VETERANS OF FOREIGN WARS AUXILIARY

NATIONAL HEADQUARTERS

Cancellation of a VFW Auxiliary Charter by the Recommendation of the Department President

A written request to National Headquarters from the Department President recommending the cancellation of a VFW Auxiliary must include the following:

1. The reason why you are recommending the cancellation.
2. Detailed steps that you may have taken in trying to save this VFW Auxiliary.
[It is highly recommended that suspension be recommended and enacted before requesting the cancellation of a VFW Auxiliary.]
3. This request must show that it is copied to the Post, County Council, District and Department Commanders.
4. If the VFW Auxiliary did vote to surrender its Charter, the form "Surrender or Forfeiture of a VFW Auxiliary Charter By the vote of the VFW Auxiliary Members" properly dated and signed shall be included with the recommendation.

National Headquarters will verify paperwork to ensure that proper procedure has been completed before a "Special Order to Cancel a VFW Auxiliary Charter" will be written.



VETERANS OF FOREIGN WARS AUXILIARY
NATIONAL HEADQUARTERS

**Surrender or Forfeiture of a VFW Auxiliary Charter
By the vote of the VFW Auxiliary Members**

_____ VFW Auxiliary to Post No. _____
(VFW Auxiliary Name)
located at _____

Date	VFW Auxiliary Action
_____(A)	Initial discussion at regular meeting of the VFW Auxiliary to surrender the VFW Auxiliary Charter.
_____(B)	Written notice sent or delivered to every member of the VFW Auxiliary thirty (30) days prior to date of vote to surrender the Charter. Copy of this notice to be mailed on the same date to the District, County Council, Department and National Presidents as well as the Post, County Council, District and Department Commanders.
_____(C)	Written notification of affirmative vote to surrender the Charter sent to the Department President. With this notification <u>attach copy of the notice that was sent to the VFW Auxiliary members regarding the meeting to vote.</u>

VFW Auxiliary President's signature: _____
Date: _____

Date	Department Action
_____	The Department President <u>must send</u> to National Headquarters a written request to cancel the VFW Auxiliary. Copies of this request must be sent to the Post, County Council, District and Department Commanders. The National Secretary must see evidence that all Commanders have been notified, in compliance with Section 207 of the National Bylaws.
_____	The Department President <u>must send</u> to National Headquarters a copy of the written notification that was sent or delivered to every VFW Auxiliary member thirty (30) days prior to the date of vote. (letter B.)
_____	The Department President <u>must send</u> to National Headquarters a copy of the written notification of affirmative vote from the VFW Auxiliary to the Department President. (letter C.)

Department President's signature: _____
Date: _____



VFW AUXILIARY

Consolidations

- Following an agreement of two or more Posts, proper paperwork from the Department to VFW National Headquarters who forwards the information to VFW Auxiliary National Headquarters.
- Only then is a VFW Auxiliary special order written advising the two or more Auxiliaries of the consolidation.
- The VFW Auxiliary special order will detail the necessary actions.
- Only when the VFW Auxiliary special order is issued, do the Auxiliaries consider themselves consolidated even though they have knowledge of the upcoming action.



VFW AUXILIARY

Two Posts with Auxiliaries

- The property of each Auxiliary becomes the property of the Auxiliary as consolidated
- Upon consolidation, they have 60 days to hold meeting for the election and installation of officers
- National Headquarters provided a new charter which will bear the date of institution of the older Auxiliary
- The consolidated Auxiliary is obligated to purchase a new seal



VETERANS OF FOREIGN WARS AUXILIARY

NATIONAL HEADQUARTERS

August 3, 2018

Special Order
No. 7

Consolidation
VFW Auxiliary No. 2722
Arkansas

Information received from the Veterans of Foreign Wars, indicates that permission has been granted for the consolidation of Raymond A. Alstott Post No. 2952, Springdale, Arkansas and Archibald Yell-Jack Tidball Post No. 2722, Fayetteville, Arkansas. The consolidated Post to be known as Raymond A. Alstott Post No. 2952, Springdale, Arkansas.

In accordance with the National Bylaws:

1. VFW Auxiliary to Raymond A. Alstott Post No. 2952, Springdale, Arkansas and VFW Auxiliary to Archibald Yell-Jack Tidball Post No. 2722, Fayetteville, Arkansas are hereby consolidated.
2. A joint meeting of the members of the consolidated VFW Auxiliary is to be held no later than 60 days from the date of this notice to elect and install new officers of the consolidated **VFW Auxiliary to Raymond A. Alstott Post No. 2952, Springdale, Arkansas** and report the new officers to the Department of Arkansas Auxiliary and VFW Auxiliary National Headquarters.
3. The property of each of the VFW Auxiliaries shall become the property of the Auxiliary as consolidated.
4. It shall be the obligation of the consolidated VFW Auxiliary to purchase a new seal.

A new Charter reciting the facts of the consolidation shall be issued without charge. The senior muster date is March 3, 1940. We recommend the new Consolidated Charter be hung in the center between the Charters of the two VFW Auxiliaries. If this is not done, the obsolete Charters of both VFW Auxiliaries must be returned to National Headquarters.

By Order Of:
Sandi Kriebel
National President

Attest:



National Secretary-Treasurer

cc:	Department President	Department Treasurer	Department Secretary*
	Department Chief of Staff	National Chief of Staff	Department Adjutant*
	Auxiliary President	Auxiliary Treasurer	Auxiliary Secretary

* Please notify your respective affiliated Department, District, County Council, and Post Officers of this action.



VFW AUXILIARY

Differences in Consolidations

- The VFW Auxiliary has only one of the two affiliated Posts.
 - Note in minutes of the Consolidation for future reference
- The receiving Post does not have an Auxiliary
 - Remaining Auxiliary will be affected
 - Change of Name
 - Change of Number
 - Change of Location



VETERANS OF FOREIGN WARS AUXILIARY

NATIONAL HEADQUARTERS

September 4, 2018

Notice of Posts' Consolidation
Auxiliary No.1603
Maine

Special Order
No.59

Information received from the Veterans of Foreign Wars indicates that approval has been granted for the consolidation of Capt. Frank W. Hulett Post No. 1603, Lewiston-Auburn, Maine and Greene Memorial Post No. 11032, Greene, Maine. The consolidated Post is to be known as the Capt. Frank W. Hulett Post No. 1603, Lewiston-Auburn, Maine. Records show that the VFW Auxiliary does not have a VFW Auxiliary to Post No. 11032.

Therefore, it is not necessary that the VFW Auxiliary to Capt. Frank W. Hulett Post No. 1603, Lewiston-Auburn, Maine, make any changes to its records other than to note this consolidation in its minutes for future reference as Post 11032 does not have a VFW Auxiliary.

By Order Of:
Sandi Kriebel
National President

Attest:



National Secretary-Treasurer

cc: Department President Department Treasurer Department Secretary*
Department Chief of Staff National Chief of Staff Department Adjutant*
Auxiliary President Auxiliary Secretary Auxiliary Treasurer

*Please notify your respective District, County Council, Department and Post officers of this action.

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VETERANS OF FOREIGN WARS AUXILIARY

NATIONAL HEADQUARTERS

December 3, 2018

Consolidation with Name, Number and Location Change
Auxiliary No. 3854
Illinois

Special Order
No.139

Information received from the Veterans of Foreign Wars indicates that approval has been given for the consolidation of Niles Memorial Post No. 3579, Niles, Illinois and Skokie Valley Post No. 3854, Skokie, Illinois. The consolidation Post to be known as Niles Memorial Post No. 3579, Niles, Illinois.

There is no VFW Auxiliary to Niles Memorial Post No. 3579, Niles, Illinois.

It is necessary that the VFW Auxiliary to Skokie Valley Post No. 3854, Skokie, Illinois change its name and location to **VFW Auxiliary to Niles Memorial Post No. 3579, Niles, Illinois.**

The National Organization shall order a new Charter for VFW Auxiliary to Niles Memorial Post No. 3579, Niles, Illinois at no cost to the Auxiliary.

It will be necessary that the VFW Auxiliary purchase a new seal due to this name change.

By Order Of:
Sandi Kriebel
National President

Attest:



National Secretary-Treasurer

cc: Department President	Department Treasurer	Department Secretary*
Department Chief of Staff	National Chief of Staff	Department Adjutant*
Auxiliary President	Auxiliary Secretary	

*Please notify your respective District, County Council, Department and Post officers of this action.

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Cancellation of a VFW Post



VETERANS OF FOREIGN WARS OF THE UNITED STATES

www.vfw.org | info@vfw.org

September 6, 2018

**SPECIAL ORDER
NO. 44**

In accordance with the provisions of Section 312 of the National By-Laws and upon the recommendation of the Commander, Department of South Carolina, while under suspension, due to their failure to establish a meeting quorum or elect the required officers, the charter of White Rock Post No. 8069, White Rock, South Carolina mustered January 16, 1977 is hereby cancelled and the Post declared defunct. Such cancellation includes a revocation of the right to use all trademarks and service marks, including the name, emblems/insignia, seals and logos, of the Veterans of Foreign Wars of the United States.

The Commander, Department of South Carolina, will at once recover the charter, rituals, paraphernalia and all monies and other property of the Post in accordance with the provisions of the National By-Laws.

By order of
Vincent B.J. Lawrence
Commander-in-Chief

OFFICIAL:


Kevin C. Jones
Adjutant General



Distribution:

Department Commander
Department Adjutant
District Commander
Post Commander (Through Channels)
VFW Auxiliary
Dues Processing
IT/OMS (3rd floor)
Administrative Operations

9-7-18



VETERANS OF FOREIGN WARS AUXILIARY

NATIONAL HEADQUARTERS

NOTICE FROM NATIONAL HEADQUARTERS OF CANCELLATION DUE TO CANCELLATION OF VFW POST

September 10, 2018

Elinor Fibel, President
VFW Auxiliary No. 8069
806 Whitewater Dr
Irmo, SC 29063-7840

Dear President Elinor,

We ask that the Secretary read this letter under "Reading of Official and Other Communications" at the next regular meeting of the VFW Auxiliary to Post No.8069 following date of receipt. The following paragraph is to be noted in the minutes of the meeting as a summary of this letter:

We have received Special Order No. 44 dated September 6, 2018, from the Veterans of Foreign Wars and received by the National VFW Auxiliary on September 7, 2018, cancelling the charter of White Rock Post No. 8069, Whiterock, South Carolina. In accordance with the National Bylaws, Article II, Section 208B, the VFW Auxiliary shall be allowed sixty (60) days to finalize its business before being cancelled by the National President.

We trust that every attempt will be made to inform all the members of this cancellation and assist them in transferring their membership to a nearby VFW Auxiliary before November 8, 2018. Any member who has not transferred prior to November 8, 2018, is automatically transferred to the status of a Department Member At Large.

The Special Order to cancel VFW Auxiliary to Post No. 8069 will be issued November 8, 2018.

Loyally,

National Secretary-Treasurer

cc:	Department President	Department Secretary*	Department Treasurer
	Department Chief of Staff	National Chief of Staff	Department Adjutant*
	Auxiliary Secretary	Auxiliary Treasurer	

*PLEASE NOTIFY YOUR RESPECTIVE AFFILIATED DISTRICT, COUNTY COUNCIL, DEPARTMENT, AND POST OFFICERS OF THIS ACTION.

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VETERANS OF FOREIGN WARS AUXILIARY
NATIONAL HEADQUARTERS

November 8, 2018

Cancellation
Auxiliary No. 8069
South Carolina

Special Order
No. 127

The Charter of White Rock Post No. 8069, Irmo, South Carolina, was cancelled by direct order of the Commander-in-Chief of the Veterans of Foreign Wars of the United States on September 6, 2018 in accordance with Special Order No. 44, therefore:

1. VFW Auxiliary to White Rock Post No. 8069, Irmo, South Carolina, is hereby cancelled and dropped from the rolls of the National Organization as of November 8, 2018 which is at least sixty (60) days from the date of notification to finalize its business.

The following procedures are to be followed:

1. All business transactions shall cease immediately, and no business may be transacted in the name of the Auxiliary upon receipt of this Special Order.
2. No money shall be spent nor debt(s) incurred upon receipt of this Special Order.
3. As soon as possible, and not to exceed thirty (30) days, the property of the Auxiliary including books of record, original application cards, papers and all money belonging to the Auxiliary shall be turned over to the Department President or his/her Representative for disposition as directed by the Department Council of Administration. All accounts in any financial institutions shall be closed and a cashier's check(s) for the balance in said account(s) made payable and delivered to the VFW Auxiliary Department of South Carolina for disposition by the Department Council of Administration.
4. The Department President shall forward the new VFW Auxiliary Charter to National Headquarters.
5. If the Auxiliary is Incorporated, a dissolution of the corporation must be filed by the Auxiliary with the appropriate state office.

The Department President will see that this order is executed immediately.

By Order Of:
Sandi Kriebel
National President

Attest:



National Secretary-Treasurer

cc: Department President	Department Treasurer	Department Secretary*
Department Chief of Staff	National Chief of Staff	Department Adjutant*
Auxiliary President	Auxiliary Secretary	Auxiliary Treasurer

*Please notify your respective affiliated Department, Auxiliary, District, County Council and Post Officers as needed.

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Redistricting-Ordered by VFW

VETERANS OF FOREIGN WARS
OF THE UNITED STATES

MEMO

DAVID E. PROHASKA, DIRECTOR, ADMINISTRATIVE OPERATIONS

August 29, 2018

TO THOSE LISTED BELOW:

The Department of North Dakota, VFW, has notified us of the redistricting of five (5) Posts within their Department.

It was approved at their Department Convention on June 2, 2018, that Post 4516 be transferred from District 6 into District 3; Posts 4172 & 4221 be transferred from District 10 into District 8; and Posts 9067 & 9069 be transferred from District 9 into District 10.

I am attaching the pertinent correspondence for your files and whatever action is necessary to reflect the redistricting in this Department.

DEP:mv

Attachment

To: Debra L. Anderson, Quartermaster General
Rick L. Butler, Director, Membership
Kenneth E. Romine, Deputy Director, Member Service Center
Jan Passmore, National Secretary-Treasurer, VFW Auxiliary
Randy Gay, IT Department
Charles Lawton, Post Records

8-29-18

(over)



VETERANS OF FOREIGN WARS AUXILIARY

NATIONAL HEADQUARTERS

September 4, 2018

Redistricting
North Dakota

Special Order
No. 81

The Veterans of Foreign Wars of the United States National Headquarters notified the VFW Auxiliary on August 29, 2018, of the redistricting within the Department of North Dakota which became effective on June 2, 2018 at the Department's convention that Post 4518 be transferred from District 6 into District 3; Posts 4172 and 4221 be transferred from District 10 into District 8 and Posts 9068 and 9069 be transferred from District 9 into District 10.

1. Therefore, to maintain District affiliations VFW Auxiliaries in Districts 3, 8, and 10 of the Department of North Dakota, those Auxiliaries affiliated with Post 4518, 4172, 4221, 9067 and 9069 will be located As follows:

Moving from:	Moved to:	Auxiliary Number
District 6	District 3	4518
District 10	District 8	4172 and 4221
District 9	District 10	9067

2. The VFW Auxiliary does not have an Auxiliary to Post 9069 be transferred.

The Department President will see that this order is executed immediately, and Department records are changed accordingly.

By Order Of:
Sandi Kriebel
National President

Attest:



National Secretary-Treasurer

cc: Department President Department Treasurer Department Secretary*
Department Chief of Staff National Chief of Staff Department Adjutant*
District 6 President District 3 President District 10 President
District 8 President District 9 President

*Please notify all affiliated Auxiliary, District, Department and Post Officers.

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VFW AUXILIARY

Removing Ineligible VFW Auxiliary Members

- VFW Member –found ineligible
- VFW notifies Auxiliary National Headquarters
- VFW Auxiliary sends notice to Auxiliary Treasurer to check membership
 - Return form to National Headquarters
 - If member(s) did join on that veteran
 - 30 days to provide alternate eligibility
 - If no documentation, special order to remove from Auxiliary and the Organization is issued by the National President



VFW AUXILIARY

Use of Section 108 to Remove Ineligibles

- Motion made and passed at regular or special meeting required
- Required documents
 - Copy of member's application card
 - Copy of minutes of meetings where motion made
 - Copy of service record of veteran under whom member joined



VFW AUXILIARY

- Special Order to remove is decision of the National President
 - Member whose eligibility is questioned is a member until the Special Order is issued by the National President



VFW AUXILIARY

**PLEASE—DON'T EVER BE
AFRAID TO ASK YOUR—**

Department Secretary

Department Chief of Staff

Your Mentor

A Past Dept. President

National Auxiliary Headquarters



VFW AUXILIARY

QUESTIONS?