BYLAWS

Veterans of Foreign Wars of the United States

Auxiliary

A Missouri not-for-profit corporation

As Amended
July 24, 2019
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Changes from the Podium Edition Bylaws and Ritual 2019 edition are noted by a double underline.
PREAMBLE

We, fathers, mothers, husbands, wives, widowers, widows, brothers, sisters, sons, daughters, grandfathers, grandmothers, grandsons and granddaughters, who are citizens of the United States of America and any United States National, not less than sixteen (16) years of age, of deceased or honorably discharged Officers or enlisted persons, who are citizens of the United States of America and have served in the Armed Forces of the United States of America, whose service entitles them to membership in the VFW as specified by the laws governing eligibility in the Veterans of Foreign Wars of the United States, and who are in possession of or entitled to an honorable discharge under authority of a Charter duly granted by the National Convention of the Veterans of Foreign Wars of the United States, do unite to establish a permanent organization.

AUTHORIZATION

“Be it known that, Pursuant to the Charter and the Rules and Regulations of the Veterans of Foreign Wars of the United States, and under authority of the National Convention, we hereby establish an incorporated membership association to be known as the Veterans of Foreign Wars of the United States Auxiliary whose objects shall be to promote a fraternal, patriotic, historical, charitable and educational spirit; to aid and assist the members of the Veterans of Foreign Wars of the United States and its members wherever possible; to maintain true allegiance to the Government of the United States of America, and fidelity to its Constitution and Laws; to foster true patriotism; and to maintain and extend the institutions of American Freedom. Such association shall consist of a National Association to be known as the National Convention of the Veterans of Foreign Wars of the United States Auxiliary. Authorized subordinate units to be known as Auxiliaries to such subordinate organizations of the Veterans of Foreign Wars of the United States shall promote the same. Said units shall be subject to the authority of the National Convention of the Veterans of Foreign Wars of the United States and under the control and supervision of the Commander-in-Chief and the National Council of Administration.”

Change to:
Veterans of Foreign Wars (VFW) of the United States

Change to:
VFW
OBJECTS

The objects of this organization shall be fraternal, patriotic, historical, charitable and educational; to assist the Posts and members thereof of the Veterans of Foreign Wars of the United States, and its own members whenever possible; to maintain true allegiance to the Government of the United States of America and fidelity to its Constitution and Laws; to foster true patriotism; to maintain and extend the institutions of American freedom and equal rights and justice to all men and women; and to preserve and defend the United States of America from all her enemies.

ORGANIZATION

The several constituted bodies of this organization shall consist of:

1. Subordinate organizations to be known as “Veterans of Foreign Wars of the United States Auxiliary to ______ Post No. _________,” to be abbreviated as “VFW Auxiliary to ______ Post No. _________.”

2. County organizations to be known as “Veterans of Foreign Wars of the United States Auxiliary to _______ County Council, Department of _________,” to be abbreviated as “VFW Auxiliary to _______ County Council, Department of _________.”

3. District organizations to be known as “Veterans of Foreign Wars of the United States Auxiliary to District _________, Department of _________,” to be abbreviated as “VFW Auxiliary to District _________, Department of _________.”

4. State organizations to be known as the “Veterans of Foreign Wars of the United States Auxiliary Department of _________,” to be abbreviated as “VFW Auxiliary Department of _________.”

5. A National organization to be known as “Veterans of Foreign Wars of the United States Auxiliary National Convention,” to be abbreviated as “VFW Auxiliary National Convention.”
LEGAL DISCLAIMER

The Veterans of Foreign Wars of the United States Auxiliary shall not be responsible for the negligent or wrongful acts or omissions nor the contractual obligations or debts of any Auxiliary, County Council, District or Department nor for the negligent or wrongful acts or omissions or contractual obligations or debts of any activity, or organization, operated by for or in behalf of any Auxiliary, County Council, District or Department. Any activity or organization sponsored, conducted or operated by, for or in behalf of an Auxiliary, County Council, District or Department shall be at all times under the direct control of such Auxiliary, County Council, District or Department and all funds derived therefrom shall be at all times under the direct control of such Auxiliary, County Council, District or Department.

The Veterans of Foreign Wars of the United States Auxiliary is a not for profit membership corporation chartered by the Veterans of Foreign Wars of the United States. Accordingly, the Veterans of Foreign Wars of the United States Auxiliary has issued charters to Auxiliaries, County Councils, Districts and Departments. Pursuant to their charters, those organizations are bound to pursue the objects and abide by the Charter, Bylaws, and the laws and usages of the Veterans of Foreign Wars of the United States Auxiliary. However, each organization is a separate unincorporated association or corporation under the laws of the jurisdiction in which each is located.

The Veterans of Foreign Wars of the United States Auxiliary does not own an interest in any facility or fundraising activity operated by any such charted organization or are such facilities or other fundraising activities operating for, or on behalf of, the Veterans of Foreign Wars of the United States Auxiliary. The Veterans of Foreign Wars of the United States Auxiliary does not derive any profit from such facilities or activities.
The Veterans of Foreign Wars of the United States Auxiliary does not lend money or extend credit to any chartered organization. It is in no manner responsible for the debts or any other liability incurred by any chartered organization or other fund-raising activity operated by it. As unincorporated associations or corporations, they are responsible for their own debts and liabilities. To the extent that the Veterans of Foreign Wars of the United States Auxiliary is threatened with or sustains damage arising from a debt or liability incurred by a chartered organization, the Veterans of Foreign Wars of the United States Auxiliary may seek to recover such damages and any costs and expenses incurred from such chartered organization or persons responsible for such debt or liability.

LANGUAGE PRESCRIBED

All Veterans of Foreign Wars Auxiliaries now or hereafter organized shall conduct their meetings in no other language than the English language.

For ease of reading in these Bylaws the name “Veterans of Foreign Wars of the United States Auxiliary” shall be referred to as “Auxiliary” beginning with Article I.

PROCEDURAL CHANGES

Upon the recommendation of the Veterans of Foreign Wars, Resolution No. 5, as approved at the 2006 National Convention, is deemed an internal policy procedure and not necessary for inclusion in the National Bylaws. Therefore, any changes to the procedure of handling dues or communications will be directed by the National Secretary/Treasurer through the Treasurer’s Guide, Secretary’s book, or special communications sent by National.

Remove and replace paragraph with: Internal policy procedure is not necessary for inclusion in the National Bylaws.
ARTICLE I MEMBERSHIP

Sec. 101—Eligibility
Membership in the VFW Auxiliary shall be limited to:

<table>
<thead>
<tr>
<th>Husbands/Wives</th>
<th>Fathers/Mothers</th>
<th>Sons/Daughters</th>
<th>Brothers/Sisters</th>
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<td>Widowers/Widows</td>
<td>Grandfathers/Grandmothers</td>
<td>Grandsons/Granddaughters</td>
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of persons who were or are eligible for membership in the Veterans of Foreign Wars of the United States. They must also be:

- Citizens of the United States
- United States Nationals
- Profess a belief in God
- Not less than sixteen (16) years old.
- Any current VFW member or any person eligible to join the VFW shall not be eligible to join the Auxiliary.
- Women who joined the Auxiliary prior to August 21, 2015 who are current members or are eligible for membership in the VFW shall be eligible for the Auxiliary so long as their membership remains current.

VFW ELIGIBILITY GUIDE

The following is to be used as a guide in determining eligibility for membership, and is furnished as a matter of information concerning the periods during which eligible service occurred.

Eligibility for membership in the Veterans of Foreign Wars of the United States is based on:

- Honorable service in the Army, Navy, Marine Corps, Air Force, or Coast Guard performed by Officers or enlisted personnel
- Who have served in any foreign war, insurrection, or expedition, which service is recognized by the award of a campaign or service medal of the United States
- Who served in Korea as outlined in the following guide
- Who earned Hostile Fire or Imminent Danger Pay
- Persons still serving in the active armed forces may be accepted for membership provided that they meet eligibility requirements.

Proof of service to establish eligibility for membership rests with the applicant.
The following is a guide in determining eligibility and may be updated by the VFW.

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<th>Campaign Medal</th>
<th>Military Service</th>
<th>Qualifying Dates</th>
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<td>Expeditionary</td>
<td>Navy/Marine Corps</td>
<td>Feb 12, 1874 – Open</td>
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<td>Spanish Campaign</td>
<td>Army</td>
<td>May 11, 1898 – Aug. 16, 1898</td>
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<td></td>
<td>Navy</td>
<td>Apr. 20, 1898 – Dec. 10, 1898</td>
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<td>Army of Cuba Occupation</td>
<td>Army</td>
<td>Jul. 18, 1898 – May 20, 1902</td>
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<td>Philippine Campaign</td>
<td>Army</td>
<td>Feb. 4, 1899 – Dec. 31, 1913</td>
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<td>China Relief Expedition</td>
<td>Army</td>
<td>Jun. 20, 1900 – May 27, 1901</td>
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<td></td>
<td>Navy</td>
<td>Apr. 5, 1900 – May 27, 1901</td>
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<td>Cuban Pacification</td>
<td>Army</td>
<td>Oct. 6, 1906 – Apr. 1, 1909</td>
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<td>Navy</td>
<td>Sept. 12, 1906 – Apr. 1, 1909</td>
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<td>Mexican Service</td>
<td>Army</td>
<td>Apr. 12, 1911 – Jun. 16, 1919</td>
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<td></td>
<td>Navy</td>
<td>Apr. 12, 1914 – Feb. 7, 1917</td>
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<td>First Nicaraguan Campaign</td>
<td>Navy</td>
<td>Jul. 29, 1912 – Nov. 14, 1912</td>
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<td>Haitian Campaign</td>
<td>Navy</td>
<td>Jul. 9, 1915 – Dec. 6, 1915</td>
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<td>Apr. 1, 1919 – Jun. 15, 1920</td>
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<td>World War I Victory</td>
<td>Army</td>
<td>Apr. 6, 1917 – Apr. 1, 1920</td>
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<td><em>(With battle or service clasp)</em></td>
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<td>Apr. 6, 1917 – Mar. 30, 1920</td>
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Army Occupation of Germany

Army Occupation of Germany
Army
Nov. 12, 1918 – Jul. 11, 1923

Second Nicaraguan Campaign

Second Nicaraguan Campaign
Navy
Aug. 27, 1926 – Jan. 2, 1933

Yangtze Service

Yangtze Service
Navy
Sept. 3, 1926 – Oct. 21, 1927
Mar. 1, 1930 – Dec. 31, 1932

China Service

China Service
Navy
Sept. 2, 1945 – Apr. 1, 1957

American Defense Service

American Defense Service
Army–Navy
Sept. 8, 1939 – Dec. 7, 1941
(with Foreign Service clasp)

European–African–Middle Eastern Campaign

European–African–Middle Eastern Campaign
Army–Navy
Dec. 7, 1941 – Nov. 8, 1945

American Campaign

American Campaign
Army–Navy
(30 consecutive or 60 non–consecutive days of duty outside continental limits of the U.S.)

Asiatic–Pacific Campaign

Asiatic–Pacific Campaign
Army–Navy

Army of Occupation

Army of Occupation
Army–Navy
May 9, 1945 – Sept. 15, 1947
(30 consecutive days of duty)

Italy

Italy
May 9, 1945 – Sept. 15, 1947

Germany (except West Berlin)

Germany (except West Berlin)
May 9, 1945 – May 5, 1955

Korea

Korea

Japan

Japan
Sept. 3, 1945 – Apr. 27, 1952

Austria

Austria
May 9, 1945 – Jul. 27, 1955

Germany (West Berlin)

Germany (West Berlin)
May 9, 1945 – Oct. 2, 1990

Navy Occupation Service Medal

Navy Occupation Service Medal
Italy
May 8, 1945 – Dec. 15, 1947

Trieste

Trieste

Germany (except West Berlin)

Germany (except West Berlin)
May 8, 1945 – May 5, 1955

Austria

Austria

Asiatic Pacific

Asiatic Pacific
Sept. 2, 1945 – Apr. 27, 1952

Korean Service Medal

Korean Service Medal
Navy and Marine Corps Expeditionary Medal


Iranian, Yemen and Indian Ocean Operation Dec. 8, 1978 – Jun. 6, 1979
Nov. 21, 1979 – Oct. 20, 1981

Lebanon Aug. 20, 1982 – May 31, 1983


Operation Distant Runner – Rwanda Apr. 7 – 18, 1994
(11th Marine Expeditionary Unit USS Peleliu)

Apr. 29–30, 1975

Armed Forces Expeditionary Medal
Lebanon Jul. 1, 1958 – Nov. 1, 1958

Taiwan Straits Aug. 23, 1958 – Jan. 1, 1959


Congo Nov. 23 – 27, 1964

Dominican Republic Apr. 23, 1965 – Sept. 21, 1966


Cambodia Mar. 29, 1973 – Aug. 15, 1973
Thailand
(only those in direct support of Cambodia)
Mar. 29, 1973 – Aug. 15, 1973

Operation Eagle Pull – Cambodia
(includes evacuation)
Apr. 11 – 13, 1975

Operation Frequent Wind–Vietnam
(includes evacuation)
Apr. 29 – 30, 1975

Mayaguez Operation
May 15, 1975

El Salvador

Lebanon

Operation Urgent Fury – Grenada
Oct. 23, 1983 – Nov. 21, 1983

Eldorado Canyon – Libya
Apr. 12 – 17, 1986

Operation Earnest Will – Persian Gulf
(only those participating in, or in direct support)

Operation Just Cause – Panama
(USS Vreeland & other SVS–designated
aircrew mbrs. outside the Conus in direct support)

United Shield – Somalia

Operation Restore Hope – Somalia

Operation Uphold Democracy – Haiti

Operation Joint Endeavor – Bosnia,
Croatia, the Adriatic Sea & airspace.

Operation Vigilant Sentinel – Iraq,
Saudi Arabia, Kuwait, & Persian Gulf.

Operation Southern Watch – Iraq,
Saudi Arabia, Kuwait, Persian Gulf, Bahrain,
Qatar, UAE, Oman, Gulf of Oman W of 62°E
Long., Yemen, Egypt, & Jordan.

Operation Maritime Intercept – Iraq,
Saudi Arabia, Kuwait, Red Sea, Persian Gulf,
Gulf of Oman W of 62°E Long., Bahrain,
Qatar, UAE, Oman, Yemen, Egypt, & Jordan.

Operation Joint Guard – Bosnia,
Croatia, Adriatic Sea & airspace.
Operation Northern Watch – *Iraq*, *Saudi Arabia*, *Kuwait*, *Persian Gulf W of 56°E Long.*, and *Incirlik AB*, *Turkey*  
(only pers. TDY to ONW)

Operation Joint Forge  
*Bosnia – Herzegovina*, *Croatia*, *Adriatic Sea at airspace.*


Former Republic of Yugoslavia  
Jan. 1, 2014 – Open

**Southwest Asia Service Medal**  
Operation Desert Shield/Operation Desert Storm  
(*combat areas of operation only*)

Personnel assigned to support units serving in *Israel*, *Egypt*, *Turkey*, *Syria*, *Jordan*  

**Kosovo Campaign Medal**  
Operation Allied Force – *Kosovo Air Campaign*  

Kosovo Defense Campaign – *Ground Action*  

**Combat Infantry Badge & Combat Medical Badge**  
Army  
Dec. 6, 1941 – Open

**Air Force Combat Action Medal**  
Sept. 11, 2001 – Open

**Combat Action Ribbon**  
Navy- Marine  
Dec. 6, 1941 – Open

**Coast Guard Combat Action Ribbon**  
Coast Guard  
May 1, 1975 – Open
**Combat Action Badge**  
Army  
Sept.18, 2001 – Open

**SSBN Nuclear Deterrent Patrol Insignia**  
Navy  
Jan. 21, 1961 – Open

**Korea Duty**  
Service on the Korean Peninsula, its airspace and territorial waters (for 30 consecutive or 60 non–consecutive days of duty)  
Jun. 30, 1949 – Open

**Korea Defense Service Medal**  
Jul. 28, 1954 – Open

**Global War on Terrorism Expeditionary Medal**  
Sept. 11, 2001 – Open

**Afghanistan Campaign Medal (ACM)**  
Sept. 11, 2001 – Open

**Iraq Campaign Medal (ICM)**  

**Air Force Expeditionary Service Ribbon with Gold Border**  
Apr. 2004 – Open

**Inherent Resolve Campaign Medal**  
June 15, 2014- Open

**Hostile Fire or Imminent Danger Pay**  
This information is to be used for guideline purposes only.

- Proof of eligibility furnished must be
  - Separation Document or
  - DD 214 reflecting campaign medal service to establish eligibility
- Service in Korea without the issuance of a campaign medal can be established with additional, support documentation.
- Hostile Fire or Imminent Danger Pay can be established with pay records.
- Other documents acceptable by VFW are also acceptable for Auxiliary eligibility.
Sec. 102—Application—New Members

- Every application for membership shall be submitted using the procedures outlined by Auxiliary National Headquarters.

- Application must be accompanied by:
  - Proof of VFW membership of person in whose right the application is made
  - Proof of honorable service making them eligible to membership in the Veterans of Foreign Wars of the United States
  - Or that they died in such service
  - Admission fee
  - Required membership dues
  - All money shall be placed in the hands of the Auxiliary Treasurer.

- Applicants whose eligibility is already a member of that Post need not show proof of eligibility.

- National Members At Large
  - Any person otherwise eligible may complete the online application and sign up as a National At Large Life or Annual Member. The following must be furnished before the National At Large Life or Annual membership card is forwarded to the new member:
    - A completed application
    - Proof of eligibility
    - Payment of the annual dues of fifty dollars ($50.00).

- Department Members At Large
  - The Department Treasurer shall transmit to the National Treasurer ten dollars ($10.00) of the dues collected for each Member At Large.
  - Any one eligible for membership who is unable to join or does not desire membership in the Auxiliary may become a Department Member At Large upon:
    - Application to the Department Treasurer
    - Proof of eligibility
    - Payment of annual dues
    - Admission fees in the amounts determined by the Department Council of Administration.
The Auxiliary may fix an admission fee, which entitles each new member to:

- A membership pin.
- A copy of the current “Podium Edition Bylaws and Ritual.”

Each Auxiliary shall fix the amount of annual dues to be charged each member:

- Never to be less than the amount required to cover the Department and National dues.
- The dues shall be paid annually in advance in accordance with the calendar year.
- No additional fees may be assessed.
- National records and dues covering the membership of the Auxiliary shall be in the hands of the National Treasurer by June 30 of each year.
- There will be no refund of annual dues.

The application shall be presented at a regular meeting of the Auxiliary.

- On recommendation of a member in good standing of the Auxiliary or the VFW of the United States.
- The member making the recommendation shall not be a member of the investigating committee.

Each application shall be referred to a committee of three (3):

- Appointed by the President.
- They shall make a careful investigation of the facts set forth in the application.
- The committee shall see proof of honorable service of the eligible veteran, unless he/she is a member of the VFW Post to which the applicant is applying for membership.
- The signatures of at least two (2) persons who served on this committee are necessary.

The Auxiliary shall not take action on the application until the investigating committee’s report is made to the Auxiliary.

After the report of the investigating committee and before voting on the applicant, members will be given an opportunity to state their objection to the admission of the applicant.
Subbullet A:
Investigating Committee can change meeting to meeting (not a standing committee), depending on who is in attendance.

Subbullet B:
The President shall never appoint him or herself to the committee.

Subbullet C:
If there are questions or concerns the application shall be held until the next meeting.
• Should there be no objection, several applicants for membership may be grouped and accepted by voice vote.
• Upon the request of one (1) member, any applicant shall be voted on separately by written ballot.
• A majority of the votes cast shall decide acceptance or rejection of the applicant.
• In case of a tie vote, the President shall cast the deciding vote.
  ○ Provided the President has not previously voted.
• If the applicant is rejected, refer to Section 103.

Sec. 103—Notification and Obligation
• When an applicant has been accepted by vote of the Auxiliary,
  • They shall be notified that their application has been accepted.
  • The Auxiliary Secretary shall notify the newly elected member to appear at a stated time to receive the ceremonial obligation.
    ○ In the event the newly elected member has subscribed to the printed obligation on the application, they shall be considered a member in good standing as soon as elected, and shall thereafter be entitled to all the rights and privileges of a member.
    ○ The newly elected member shall not be required to take the ceremonial oral obligation.
• If the applicant is obligated at any time after July 1, the dues paid shall be for the next succeeding calendar year.
• The new member shall receive from the Auxiliary a membership pin and a copy of the “Podium Edition Bylaws and Ritual,” current edition.
• If an applicant is found ineligible or rejected,
  • Admission fee and dues shall be returned.
  • If the applicant was found ineligible, they can apply again at any time when proper eligibility is found.
    ○ The reason shall be noted in the minutes.
• If the applicant was rejected by vote, they shall not again be proposed for membership in the same Auxiliary for at least one (1) year after rejection.
• The Auxiliary Treasurer shall prepare a duplicate copy of the original application, writing across the top of both applications the word “REJECTED” and the date.
• The original shall be retained in the Auxiliary’s application file until the member has been deceased for a period of six (6) years or has reached 120 years of age.
• The duplicate sent to the Department Treasurer.

● Processing Applications
• The Auxiliary Secretary shall give the original application to the Treasurer.
• The Treasurer will follow instructions outlined in the current Treasurer’s Guide.

Sec. 104—Members in Good Standing
• The membership year of the Auxiliary is from January 1 to December 31.
• A member who has paid their dues to December 31 is in good standing.
• A member ceases to be in good standing on January 1 immediately following the year for which dues have been paid.
• A member shall not again be in good standing until their dues have been paid for the current year.
• Dues must be paid by June 30 to remain a continuous member.
• Prior year’s dues may not be paid after July 1.
• Any member who has maintained continuous membership shall submit an application and be accepted as a new member. No admission fee shall be required.
• Continuous membership begins again upon payment of dues.
• Date of rejoin starts new continuous membership timeline.
Sec. 105—Life Membership

- Any person who is a member in good standing in the Auxiliary may become a Life Member
  - By the payment of the proper fee to the Auxiliary Treasurer in accordance with a fee schedule as set forth by the Auxiliary Life Membership Committee.
    - Annual Members may apply online to become Life Members at www.vfwauxiliary.org.
    - Proof of eligibility does not have to again be shown.
  - A new member joining may join as a Life Member:
    - Upon submission of Life Membership application
    - Accepted to membership in accordance with Section 102
    - Payment of Life Membership fee.
  - A former member otherwise eligible to rejoin may become a Life Member upon acceptance to membership in accordance with Section 104.
    - With submission of a Life Membership application
    - Payment of the proper Life Membership fee to the Auxiliary Treasurer.
  - The Life Membership shall become effective immediately upon the receipt of the fee.
  - A Life Membership may be purchased as a gift.
    - In that case, the Auxiliary membership card will be sent to the Auxiliary Treasurer.
    - Shall subsequently be found to be ineligible for membership shall forfeit their Life Membership, in which case, they shall be entitled to a proportionate refund of fees paid.
    - Becomes eligible for the VFW shall be entitled to a proportionate refund of fees paid by National Headquarters.
    - No refund of fees shall be made should a member be discharged from the organization by reason of Disciplinary Action.
    - The death of a Life Member following the issuing of the funds paying their per capita for the next calendar year to National Headquarters, the respective Department Treasurer and to their local Auxiliary shall not be cause for a refund of said per capita.

Add: Upon return of their Life Membership card to National Headquarters.

Add: Upon return of their Life Membership card to National Headquarters.
A Life Member shall not be subject to further membership dues levies of any kind and shall have all the benefits and privileges of the Auxiliary, Department and National membership as long as they shall live.

Sec. 106—Transfers

• Applicants who wish to transfer between Auxiliaries need not show proof of eligibility but instead must provide their current membership card as this proves eligibility has been established and approved with their current Auxiliary or Member At Large.

Sec. 106A—Annual Transfer

● Any member in good standing may transfer to any Auxiliary or to or from Member At Large
  • Upon presentation of a completed and executed application.
  • Upon acceptance by the Auxiliary of their choice.
  • Upon presentation of their current membership card.
  • Upon payment of dues, if necessary.
  • The member shall not be liable for admission fees.
  • The Auxiliary Treasurer will follow instructions provided in the current Treasurer’s Guide.
  • The Auxiliary Secretary shall notify the Auxiliary from which the member transferred.
  • In order for the new Auxiliary to accurately maintain continuous membership records:
    • It is the transferring member’s responsibility to secure a statement from the Auxiliary in which they previously held membership.
    • The request may come from the member or the accepting Auxiliary.
    • This statement must:
      ○ Advise that continuous membership was held at the time of transfer
      ○ Give the date of election to membership
      ○ Certify continuous years of membership
      ○ Be signed by the Auxiliary President and Treasurer with the Auxiliary Seal affixed.

● Non-paying transfer
  • Defined—Holds current year’s dues card.
  • The accepting Auxiliary will not be liable for any dues on the transferring member. The member will be credited to the Auxiliary membership count for the purpose of representation in District, Department or National Conventions.
• The transferring member shall be entitled to all the rights and privileges of any other member in the accepting Auxiliary.
• The Auxiliary Secretary shall notify the Auxiliary from which the member transferred.
• Paying annual transfer
  • Defined—Belonged to another Auxiliary in the previous year and applies for transfer and pays current year’s dues to new Auxiliary.
  • The accepting Auxiliary shall be liable for Department and National dues.
  • A member requesting membership in any Auxiliary other than the Auxiliary in which they last paid dues shall present a regular application.
    ○ And be accepted by that Auxiliary.
• The Auxiliary Secretary shall notify the Auxiliary from which the member transferred.

Sec. 106B—Life Membership Transfer
- A member may be accepted as an Auxiliary Life Member Transfer in the same manner prescribed for an Auxiliary member transfer.
- When a Life Member transfers:
  - The Treasurer will follow instructions provided in the current Treasurer’s Guide.
  - A new Life Membership Card showing membership in the new Auxiliary will be issued by National Headquarters.

Sec. 107—Membership—Widowers/Widows and Divorces/Divorcees
- A member who obtains a divorce shall not have their entitlement to membership questioned as long as they continue to be a member in good standing.
- A member who is separated by divorce from their spouse, under whose eligibility they entered the Auxiliary, and who is subsequently dropped from the rolls of membership for any reason recognized by these Bylaws, cannot re-enter the organization under said eligibility.
- A widower/widow of an eligible veteran who is already a member of an Auxiliary is entitled to retain their membership even though they marry a person not eligible to the Veterans of Foreign Wars of the United States.
- A person who was widowed from an eligible veteran may join the Auxiliary even though they have remarried.

Add: Common Law Marriage and Same-Sex Marriage

Add:
- Bullet #5: A member who moves from a state that recognizes common law marriage to a state that does not shall not have their entitlement to membership questioned as long as they continue to be a member in good standing.
- Bullet #6: Same-sex marriage became federal law in 2015.
Sec. 108—Removing Ineligibles

- An Auxiliary may by motion duly passed at any regular or special meeting called for such purpose, question the eligibility of any member.
  - The following shall be submitted through channels to the National President, who shall determine the eligibility of the member.
    - A copy of the member’s application card
    - A copy of the minutes of the meeting where the motion was taken and
    - A copy of the service record of the veteran under whom the member joined.
  - Should the National President determine the member to be ineligible, they shall issue a special order directing that the member be removed from the membership rolls.
  - A member remains a member until the special order is issued by the National President.
  - Nothing in the Bylaws shall be construed as preventing the National President, upon their own initiative and in the performance of their duty as otherwise prescribed, from enforcing the provisions of the National Charter and Bylaws regarding eligibility.

Sec. 109—Members and Officers—Rights of

- No member shall be deprived of their rights and privileges as a member, except for nonpayment of dues, unless they shall have first been sentenced in accordance of Article XI of the National Bylaws.
- The following are reasons an officer may be relieved of their office:
  - Non-payment of dues
  - Expiration of term of office
  - The office held has been declared vacant in accordance with Section 809 of the National Bylaws.
  - They have been sentenced in accordance with the provisions of Article XI of the National Bylaws.
Sec. 110—Members At Large—Rights of

- Any Member At Large May
  - Visit Auxiliary, County Council, District, Department or National meetings, but is unable to enter into any discussion during the business session of these meetings.
  - Participate and volunteer in National Programs.
  - Receive a Cancer Grant, if eligible.
  - Purchase self-pay insurances and burial benefits.
  - Participate in member benefits received through the mail, e-mail or listed on the National website.
  - Receive the VFW Auxiliary Magazine and e-newsletter.

- Any Member At Large May Not
  - Hold an office at the Auxiliary, County Council, District, Department or National level.
  - Be a Delegate to any County Council, District, Department or National Convention and therefore cannot vote.
  - Qualify for certain group insurance plans.

Sec. 111—Members—Rights of Appeal

- Any member shall have the right to appeal through the proper channels.
  - The actions of the Auxiliary or Auxiliary President, County Council or County Council President, District or District President, to the Department President, Department Council of Administration, or Department Convention.
  - To the National President, whose decision shall be final unless reversed by the National Council of Administration or the National Convention.
  - All appealed decisions shall have full force and effect until reversed by proper authority, except appeals issued in accordance with Article XI of these Bylaws.
  - Appeals of a decision shall be taken within thirty (30) days of the date the decision was made. Decisions issued in accordance with Article XI of these Bylaws will follow Article XI.
Sec. 112–Visitations

- Any Auxiliary member visiting another Auxiliary or attending a County Council, District or Department meeting shall produce their current dues card.
- The visiting member, not an official representative, who is not a member of said Auxiliary, County Council, District or Department, shall not enter into the business of said body.

Add the following subbullets:

Subbullet 1:
The visiting member who is an official representative appointed by the Department President shall be allowed to speak and include, but are not limited to:
- District President
- Department Line Officer
- Suspension/Mentoring Committee Members

Subbullet 2:
However, the official representative does not have the same rights as a member of that Auxiliary, i.e. voting or filling a position.

Subbullet 3:
If you are visiting an Auxiliary while running for an office and you wish to speak, you should send a request in writing to the President prior to the meeting. If accepted, you may speak during the Good of the Order or when called upon by the President.

Add bullet: Members at Large are considered visitors at any meeting they attend.
- The Auxiliary President can request a visitor leave the room during private discussions, i.e. voting for applicants.
- The Auxiliary, District, County Council or Department President can remove visitors from the meeting if they try to interfere in Auxiliary business, unless they are requested to voice an opinion.
- If a visitor is barred/banned from the Post Home to which the Auxiliary is affiliated, the visitor can not visit the Auxiliary for the length of the barring/banning.
ARTICLE II AUXILIARIES

Sec. 201—Formation of Auxiliaries
- Organized by authority of the National President
  - Organizer shall be a member of the Veterans of Foreign Wars of the United States Auxiliary
  - Approved by the Department President
- Charter application of not less than fifteen (15) persons eligible to membership—(new or former members)
- Transfers cannot be included on the charter application but may become Charter members following institution of the Auxiliary
- No Auxiliary shall be recognized unless acting under a legal and un-forfeited Charter.

Sec. 202—Jurisdiction by Posts
- No Auxiliary shall be formed until approved by a two-thirds (2/3) vote of the members of the Post present at a stated meeting,
  - Due notice of the proposed formation having been given to the entire membership of the Post, in writing, at least twenty (20) days prior to such meeting.
- Each Auxiliary shall be assigned the name and number of the Post with which it is affiliated and subject to the jurisdiction of the Post whose name and number it bears.
- The Auxiliary shall be permitted to function in accordance with the National Ritual, Bylaws and Rules and Regulations of the Auxiliary and lawful orders issued by Department and National Officers of the Auxiliary.

Sec. 203—Charter
- The application for a Charter shall be made in writing on a form provided by National Headquarters.
  - It shall contain the name and number of the proposed Auxiliary and its location, which shall be the same as the name, number, and location of the Post with which it is affiliated.
- Upon signing an application for charter for a new Auxiliary, each prospective new member shall pay the admission fee and annual dues which shall not be less than the minimum amount required to cover admission fees and Department and National dues.

Add another bullet: The Department President shall appoint a three-person committee to be mentors for the newly formed Auxiliary for a period of at least one (1) full year. Two (2) of the three (3) should attend every meeting to offer guidance.
• Before obligation, each applicant shall execute and submit a completed application and pay dues in full as required for the current calendar year.

• The charter application must be approved by the membership at a regular VFW Post meeting and signed by the Post Commander.
  • It shall then be forwarded to the Department President for approval.
  • The Department President shall forward the charter application and charter fee following procedures outlined in the Treasurer's Guide for approval of the National President.

• Charter fees as set by the National Treasurer and approved by the National Council of Administration will accompany the charter application.
  • Payment must be made payable to “VFW Auxiliary.”

• All Auxiliary Charters shall be signed by the National President countersigned by the National Secretary and bear the National Seal.
  • When a Charter has been issued and signed by the National President, it shall not be changed or amended except in case of change of name, change of location or consolidation of Auxiliaries, as prescribed by the Bylaws.

Sec. 204—Institution
• Upon the authorization of a Charter to an Auxiliary, the Department President shall authorize the institution of said Auxiliary in accordance with the regulations and usages of this organization.
  • The Department President shall designate the Instituting Officer, who shall make certain that the Officers of the new Auxiliary are instructed in their respective duties.
  • Each new Auxiliary shall be instituted within sixty (60) calendar days of the date the Charter is authorized.
  • If not instituted within sixty (60) calendar days from date of authorization, the National President may grant extensions requested for extenuating circumstances with reasons specified.

• No Auxiliary shall be instituted with less than ten (10) eligible applicants present. Dues on at least fifteen (15) members must be paid and transmitted through the Department Treasurer to the National Treasurer.
• A meeting may be held immediately following the institution to:
  ○ Accept transfer members (who would then be eligible to be elected to office and thus become Charter Members).
  ○ Set amount of annual dues amount.
  ○ Hold election of Officers.
    • If a selection of Officers has been made prior to institution, such selection must be ratified at this meeting before the Officers are installed.
• Within forty-five (45) days of institution an Auxiliary will obtain a Federal Identification Number from the IRS and obtain a bank account in accordance with Section 813 of the Bylaws.
  ○ The Auxiliary will report their Federal Identification Number via form W-9 to National Headquarters and will report its bank routing and account numbers to National Headquarters via the ACH Authorization form.

Sec. 205—Instituting Officer
  ● Following institution of the Auxiliary, the Instituting Officer shall:
    • See that the official Report of Institution and Report of Installation forms are completed and forwarded to the National Secretary and the Department Secretary.
    • Assist the Auxiliary Treasurer in preparing the first transmittal for forwarding National and Department dues for each member as instructed by the National Treasurer to provide the information for the mailing list.
    • See that a copy of each membership card is included for the Department Treasurer.

Sec. 206—Consolidation of Auxiliaries
  ● When two (2) or more Posts of the Veterans of Foreign Wars consolidate in accordance with Veterans of Foreign Wars National Bylaws, the Auxiliaries affiliated with these Posts shall be notified of said consolidation by the National Secretary.
  • A special order shall be issued by the National President declaring the affected Auxiliaries are also consolidated and will now be known by the name and number designated by the Veterans of Foreign Wars National Organization.
• A joint meeting of the Auxiliaries shall be called no later than sixty (60) calendar days after receiving notification from the National Secretary to elect and install officers of the newly formed Auxiliary.

• The National President shall issue, without charge, a new Charter reciting the facts of such consolidation.

• The new Charter shall bear the same name and number of the consolidated Post.

• The new Charter shall be dated according to the muster date of the senior Auxiliary.

• The property of each of the Auxiliaries shall become the property of the Auxiliary as consolidated.

• Upon the consolidation of two (2) or more Auxiliaries, new Officers shall be elected and installed.

Past Officers of Consolidated Auxiliaries

• In the event of two (2) or more Auxiliaries consolidating, all Officers of the consolidating Auxiliaries having fulfilled their obligations, shall be recognized as Past Officers.

Sec. 207—Surrender or Forfeiture of Charter

• An Auxiliary having less than ten (10) members in good standing on its rolls, upon recommendation of the Department President, shall surrender its Charter.

• No Charter shall be surrendered by any Auxiliary so long as:

  • Ten (10) members thereof demand its continuance;
  • Unless a proposal to surrender the Charter shall have been made at a regular meeting of the Auxiliary at least one (1) month before the time of action.

  Notice of said proposal shall be given in writing to every member of the Auxiliary with copy of said notice mailed on the same date to the District, County Council, Department and National Presidents, and to the Post, County Council, District and Department Commanders no less than thirty (30) calendar days prior to the surrender or cancellation of the Charter. However, nothing herein is to prevent the operation of Section 206.
• On or after February 1 of the current year, the National President, upon recommendation of the Department President, shall declare an Auxiliary defunct and its Charter forfeited for failure or refusal to pay the Department and National dues on all its members in good standing as prescribed in these Bylaws, or for failure to pay Department and National dues on a minimum of ten (10) members.

• In case of surrender or forfeiture of a Charter, the property of the Auxiliary, including books of record, original applications, papers, and all money belonging to it shall be turned over within thirty (30) calendar days to the Department President or their Representative for disposition as directed by the Department Council of Administration.

• The intent and purposes of trust funds or trust property or both shall be carried out to the extent of such property or funds.

• In the event of inability to satisfy the intent and purpose of the trust, the Department shall attempt to serve the trust and the best interests of the organization.

Sec. 207A—Reactivation

• A cancelled Auxiliary may be reactivated within one (1) year without submitting a Charter application if the cancellation was due to one (1) of the following:
  • Failure to pay dues on ten (10) members
  • Cancellation per Section 208B
  • Auxiliary voted to disband

• Requirements for reactivation:
  • Recommendation by the Department President
  • Recommendation by the Post Commander
  • Approval by the National President
  • Department and National dues are paid on a minimum of ten (10) members who may be:
    ○ New members
    ○ Paying transfer members
    • Current paid members that were transferred to the Department Member At Large file due to the cancellation of the Auxiliary can apply for membership only after the ten (10) new or transferring member requirement has been met.
  • Must fulfill the requirements of a new Auxiliary within forty-five (45) days as per Section 204.
Sec. 208—Disbandment
Sec. 208A—By Post

- A Post may, by vote of eighty percent (80%) of its members present at a meeting following a printed or written notice, mailed or delivered to each member in good standing at least ten (10) calendar days before said meeting, vote to disband its Auxiliary; such notice to show contemplated action and the reason therefore.

- Following such action by a Post, the action shall be certified to and forwarded through channels to the Commander-in-Chief, who shall thereupon direct cancellation of the Charter of the Auxiliary only after an investigation by him/her that it is in the best interest of the organization to do so.

- An Auxiliary will not be considered cancelled until a special order is written by the National President.

- In case of cancellation of a Charter, the Auxiliary shall be given the opportunity to hold a meeting to finalize the business of the Auxiliary.

- After the order to cancel is issued
  - A final meeting is held
  - The property of the Auxiliary including books of record, papers and all money belonging to it shall be turned over to the Department President.
  - Members not transferring will become Department Members At Large.
  - The property shall then be turned over to the Department Treasurer for disposition as directed by the Department Council of Administration.

- A new Auxiliary to that Post cannot be organized for a period of one (1) year.

Sec. 208B—Auxiliary to a Disbanded Post

- The Auxiliary shall be cancelled by the National President and shall be allowed sixty (60) calendar days to finalize its business.
Sec. 209—Suspension or Cancellation by Commander–in–Chief and the National President

- The Commander–in–Chief may direct the suspension or cancellation of the Charter of any Auxiliary upon recommendation of the Department Commander having jurisdiction when it is shown that the Auxiliary has become a detriment to the Post.
  - While under suspension no meetings shall be held in the name of the Auxiliary or organization except for the sole purpose of the discussion of the cause, effect, or removal of penalty.
    - Membership dues should be continuously transmitted.
    - No other funds of the Auxiliary shall be expended or obligations incurred, except for the purpose of reinstatement from suspension during and while the order of suspension is in force and effect.

- The National President may suspend the Charter of an Auxiliary for a period of sixty (60) calendar days or more, if necessary, for violation of the laws or usages of the organization or refusal to comply with lawful orders of the National Convention, National Council of Administration, or Department Council of Administration.
  - If no appeal is taken within the period of sixty (60) calendar days, the Charter of the Auxiliary may be cancelled; provided, however, that before the Charter is cancelled, the Auxiliary in question shall have been duly notified in writing of the charges against it, and upon request shall have a suitable opportunity to appear or submit documentation before the National President or the National Council of Administration to show cause why its Charter should not be cancelled.
  - While under suspension (but not one directed by the Commander–in-Chief), the business and affairs of the Auxiliary may be carried on in a sphere limited to current activities (paying membership dues and other financial commitments already incurred and reinstatement from suspension) under a Department Committee.
• The Department President shall establish this committee and shall grant it written powers and limitations.
  ○ It shall consist of at least three (3) members not to include the Department President or District President.
  ○ The committee attends the regular meetings of the Auxiliary.
• The District President may act as a liaison between the Auxiliary and Department President.
• All acts and actions of the committee shall be subject to the approval or disapproval of the Department President, who, along with each committee member, shall submit to the National President, a monthly written report of the situation and the activities of the Auxiliary under suspension.
  ○ If the Auxiliary Charter is finally revoked, the committee shall be utilized to wind up the business and affairs of the Auxiliary and if the Auxiliary’s suspension is lifted, the committee shall promptly end with a final report to the members of the Auxiliary at a regular meeting thereof.

Sec. 210—Meetings, Regular and Special
• Monthly business meetings are encouraged, however every Auxiliary shall hold at least ten (10) business meetings per year.
  ● A change in the regular monthly business meeting date, time, or location shall be approved by a two-thirds (2/3) vote of the Auxiliary members present at such meeting.
  ● Notification of such change shall be sent to all of its Auxiliary members, the National, Department, County, and District Secretaries within ten (10) calendar days.
• The Auxiliary President may call a special meeting whenever, in their opinion, the same may be necessary for the welfare of the Auxiliary.
• The Auxiliary President shall call a special meeting upon request, in writing, signed by five (5) members in good standing.

Change to two sub-bullets:
- If the Auxiliary’s suspension is lifted, the committee shall promptly end with a final report to the members of the Auxiliary at a regular meeting thereof.
- If the Auxiliary Charter is finally revoked, the committee shall be utilized to finalize the business and affairs of the Auxiliary.
The Auxiliary Secretary shall notify all members in writing of the time and place of any special meeting and of the business to be transacted, such notice to be sent at least forty-eight (48) hours in advance of the time set for the meeting.

No business shall be transacted at any special meeting except that for which the meeting was called which was stipulated in the meeting notice.

Video conferencing or teleconferencing is permitted for members unable to attend the meeting provided a quorum is present at the meeting site.

Individual members cannot record (video/audio) any portion of any Auxiliary, County Council, District, Department or National meeting without prior knowledge of the body.

Sec. 211—Standing Rules (Auxiliaries, County Councils, Districts and Departments)

Auxiliaries, County Councils, Districts and Departments may establish Standing Rules to provide for specified operations, activities, events, expenses and disbursements between meetings provided such rules do not conflict with the National or Department Bylaws.

Custom has the status of a standing rule, and standing rules may be amended, modified, or rescinded at any meeting.

- If prior notice is given, the vote is by majority vote of those members present.
- If previous notice is not given, the vote is by a two-thirds (2/3) vote of those members present. Standing Rules become effective immediately.

Sec. 212—Quorum

Five (5) members in good standing shall constitute a quorum for the transaction of business at any meeting of the Auxiliary.

Sec. 213—Change of Location

When a Post changes its official location from a community to another and makes the change in location on its Charter, the Auxiliary affiliated with such Post shall change its location to correspond to the location of the Post upon receipt of notice of such change from the National Secretary.
• The Auxiliary Charter shall be changed to show the new location.
• A new Auxiliary Seal shall be purchased showing the new location.

Sec. 214—Change of Name
• An Auxiliary shall change its name to conform to the name of the Post at the first meeting following receipt of notice of change of name of the Post to which it is affiliated.
• When an Auxiliary is notified by the National Secretary of change of name of the Post to which it is affiliated, the Auxiliary Charter shall be changed to the new name.
• A new Auxiliary Seal shall be purchased showing the new name.

End of Article II.
ARTICLE III AUXILIARY DELEGATES

Sec. 301—Eligibility

- Any member in good standing in their respective Auxiliary shall be eligible for election as a County Council, District, Department or National Delegate.
- Delegates and Alternates shall serve for one (1) full year from election to election.
- Delegates and Alternates shall function at the Convention and any Department Meeting where voting is called for following their election.
- Delegates and Alternates elected to County Council, District, Department and National Conventions shall be recognized only when Auxiliaries have conformed to the National Bylaws.

Sec. 302—County Council

- Delegates and Alternates to County Councils shall be elected at the same time the annual election of Auxiliary Officers is held
  - Two (2) Delegates and two (2) Alternates for the first fifty (50) members or fraction thereof
  - And one (1) Delegate and one (1) Alternate for each additional fifty (50) members or fraction thereof in good standing in the Auxiliary at the time of election.
  - With a maximum of eight (8) Delegates and eight (8) Alternates from any Auxiliary.
- The Auxiliary Secretary shall send the names of the Delegates and Alternates to the County Council Secretary following the election.
- The term of office for which Delegates are elected shall be for one (1) year from the date of election, as described in this section, until the election of the new Delegates.

Sec. 303—District Meetings and Convention

- Delegates and Alternates to Districts shall be elected at a regular meeting of the Auxiliary held not less than thirty (30) calendar days prior to the District Convention at which District Officers are to be elected
• One (1) Delegate and one (1) Alternate for each fifteen (15) members or fraction thereof in good standing in the Auxiliary at the time of the election of Delegates.
  ○ Or as respective Department Bylaws may provide.
• The Auxiliary Secretary shall send the names of the Delegates and Alternates to the District Secretary prior to the District Convention.
• Auxiliaries instituted subsequent to March 30 shall as promptly as possible elect Delegates and Alternates to the District Convention.
• The term of office for which Delegates are elected shall be for one (1) year from date of the election, as described in this section, until the election of the new Delegates.

Sec. 304—Department Meetings and Convention
• Delegates and Alternates to the Departments shall be elected at a regular meeting of the Auxiliary held not less than thirty (30) calendar days prior to the Department Convention:
  • One (1) Delegate and one (1) Alternate for each thirty (30) members or fraction thereof in good standing in the Auxiliary at the time of the election of Delegates.
    ○ Or as the Department Bylaws provide.
  • The Auxiliary Secretary shall send the names of the Delegates and Alternates to the Department Secretary prior to the Department Convention.
• Auxiliaries instituted during the thirty (30) calendar days prior to convening date of the Department Convention shall at the time of institution, or as soon thereafter as possible, elect Delegates and Alternates.
• In the case of a new Auxiliary, within fifteen (15) calendar days following the date of institution.
  ○ The Delegate strength shall be based on the Department Treasurer’s record as of the date of election of such Delegates.
• The term of office for which Delegates are elected shall be for one (1) year from date of the election, as described in this section, until the election of the new Delegates.
In Departments in which the Department Bylaws so provide, a delegate fee shall be paid by each Auxiliary for each and every Delegate to which the Auxiliary is entitled.

- This fee must also be paid by each member included in the composition of the Department Convention to be allowed to vote.

- The delegate fee shall be forwarded by each and every Auxiliary regardless of the number of Delegates present at the annual Department Convention and must be in the hands of the Department Treasurer not later than fifteen (15) calendar days before the convening of the Department Convention each year.
  - Auxiliaries failing to forward the full delegate fee shall be considered delinquent and in arrears.
  - However, all rights shall be restored promptly upon proper adjustment.

- Members entitled to individual votes may pay the delegate fee at the Department Meeting.

- The Department Treasurer shall set up a Department Convention fund.
  - All Department delegate fees received shall be placed therein and expended only for expenses incurred in the holding of an annual Department Convention.

- In Departments where a delegate fee is required:
  - The Auxiliary Secretary furnishes the Auxiliary Treasurer with a list of delegates,
  - Who in turn forwards said list, together with the appropriate delegate fee amount, to the Department Treasurer.
  - The Department Treasurer verifies that the number of delegates and the amount remitted agree,
  - At which time the Department Treasurer forwards the list of delegates to the Department Secretary.
  - If the amount remitted does not agree, the Department Treasurer shall reconcile same with the Auxiliary Treasurer.
Sec. 305—National Convention

- Delegates and Alternates to the National Convention shall be elected at the last regular meeting in April;
  - One (1) Delegate and one (1) Alternate for each fifty (50) members or fraction thereof in good standing in the Auxiliary on March 31.
  - The term of office for which Delegates are elected shall be for one (1) year from date of the election, as described in this section, until the election of the new Delegates.
  - The Auxiliary Secretary shall provide the names of the Delegates and Alternates to the National Secretary, along with their membership ID number, within thirty (30) calendar days of the date of election.
  - Auxiliaries instituted or reactivated between April 30 and the date of the National Convention shall elect one (1) Delegate and one (1) Alternate for each fifty (50) members or fraction thereof for the National Convention based on the number of dues received by the National Treasurer at the time of election.

Sec. 306—Delegates—Expenses

- If a Delegate’s expenses are to be paid:
  - A motion to do so shall be made before election.
  - A paid Delegate is obligated to attend every business session of Conventions
  - And make a report of same to their Auxiliary.

Sec. 307—Voting for Delegates

- Delegates and Alternates may be voted for on the same ticket:
  - By the passage of a motion, so ordering, before voting commences
  - The members receiving the highest number of votes shall be declared Delegates.
  - Those receiving the next highest number of votes shall be declared Alternates.
  - By passage of a motion, so ordering, before voting commences, Delegates and Alternates may be elected as nominated.
Sec. 308—Delegates—Credentials

● Delegates to National, Department, District, and County Councils shall be recognized with proper credentials
  • The Auxiliary Secretary shall send or input electronically the names of the Delegates and Alternates to the respective Secretary within thirty (30) calendar days following election.

Sec. 309—Arrearages Affecting Delegates

● Any Auxiliary in arrears for District or County Council dues shall be deprived of Auxiliary representation at those meetings or Conventions for which the dues are in arrears.
● Any Auxiliary in arrears for the following shall be deprived of Auxiliary representation on all levels.
  • Other financial obligations to National Headquarters
  • Failing to have the office of the President and Treasurer bonded
  • Failure to make quarterly audits

End of Article III.

Change to: Failure to submit required quarterly audits (Past four (4) consecutive audits due prior to the Convention.)
ARTICLE IV COUNTY COUNCILS

Sec. 401—Composition

- The County Council shall consist of:
  - The National President, Past National Presidents, elected National Officers, the National District Council Member, the Department President, Past Department Presidents and Past District Presidents who are members in good standing in Auxiliaries in that County Council.
  - County Council President and all elected and appointed Officers of that County Council.
  - All District Presidents throughout that County Council.
  - Auxiliary Presidents in the County comprising that County Council. In the absence of the Auxiliary President, the Senior Vice–President, or in their absence the Junior Vice-President, may function as a member of that County Council.
  - Delegates elected by the Auxiliaries in that County Council.
  - Past County Council Presidents who are members in good standing in an Auxiliary in that County Council.

Sec. 402—Affiliation; Disaffiliation

- Unless otherwise provided in Department Bylaws
  - An Auxiliary may vote not to affiliate with a County Council.
  - May vote to disaffiliate from a County Council with which it is affiliated.
- Such vote may be conducted at a regular meeting
  - Only if notice of intent to do so has been given at a prior regular meeting
  - Or at a special meeting called for that purpose
- With respect to a vote to disaffiliate, reasonable notice of such proposed action must be given to the Department President and County Council President.
- A vote to affiliate requires a majority vote.
- A vote to disaffiliate requires a two–thirds (2/3) vote.
Sec. 403—Quorum

- County Councils shall hold at least one (1) meeting each quarter.
  - The minimum number of Delegates required to constitute a quorum for the transaction of business at a County Council meeting shall be not less than one (1) Delegate each from one-fourth (1/4) of the Auxiliaries in the County Council.
  - For the purpose of this section, the Auxiliary President shall be considered a Delegate.

Sec. 404—Surrender or Forfeiture of Charter

- No Charter shall be surrendered by a County Council so long as
  - Two-thirds (2/3) of the Auxiliaries in the County affected demand its continuance;
  - A proposal to surrender the Charter shall have been made at a regular meeting of the County Council
  - At least four (4) weeks before the time of action and
  - Due notice of said proposal in writing, given to every Auxiliary in the said County
  - And to the District President, the Department President and the National President.
- If and when Auxiliaries in good standing in a County Council are less than three (3) in number, the County Council shall be declared defunct and the Charter cancelled by the National President.
- In case of surrender or forfeiture of a Charter,
  - The property of the County Council
    - Including books of record, papers and all moneys
  - Shall be turned over within thirty (30) calendar days to the Department President or their Representative for disposition as directed by the Department Council of Administration.

Sec. 405—Suspension of Charter

- The National President may suspend the Charter of a County Council for a period of sixty (60) calendar days or more, if necessary,
  - For violation of the laws or usages of the organization
  - Or refusal to comply with the lawful orders of the National Convention, National Council of Administration, or Department Council of Administration;

Remove "Or" and capitalize "R" in refusal

Becomes an open sub-bullet

Add: vote of

Remove "and", comma becomes a period
If no appeal is taken within sixty (60) calendar days, the Charter of the Council may be cancelled; provided, however, that before the Charter is cancelled:

- The County Council in question shall be duly notified in writing of the charges against it, and
- Upon request shall have a suitable opportunity to appear or submit documentation before the National Council of Administration to show cause why the Charter should not be cancelled.

Sec. 406—Standing Rules
- County Councils may establish Standing Rules to provide for certain expenses and disbursements allowable between meetings provided such rules do not conflict with the National or Department Bylaws.
  - Custom has the status of a standing rule, and standing rules may be amended, modified, or rescinded at any meeting.
  - If prior notice is given, the vote is by majority vote of the Delegates present.
  - If previous notice is not given, the vote is by two-thirds (2/3) vote of those Delegates present.
  - Standing Rules become effective immediately.

Sec. 407—County Council Dues
- Each County Council may assess annual dues based upon Delegate representation to the Council to which the Auxiliary is entitled;
  - Providing, however, that in no instance shall said annual dues be in excess of the sum of three dollars and fifty cents ($3.50) per elective Council Delegate.

Sec. 408—County Council Arrearages
- A County Council President shall be deprived of their vote at the Department Convention for the following
  - The County Council is in arrears for any financial obligations to National Headquarters
  - Fails to have the office of County Council President and Treasurer bonded
  - Fails to submit audits of the County Council to the Department Treasurer within thirty (30) calendar days of each meeting (or quarterly if monthly meetings are held).

End of Article IV.
ARTICLE V DISTRICTS

Sec. 501—Formation and Chartering

• Districts of the Auxiliary shall be identical in geographical limits with the respective Department Districts of the Veterans of Foreign Wars of the United States
  • To be known and identified by the same number
  • To be governed by and under the jurisdiction of the District whose number it bears.
• A Charter shall be issued by the National President to such Districts as determined by the Department Convention.
  • The Charter shall be signed by the National President and countersigned by the National Secretary.
  • The Charters are furnished upon request without charge from the National Secretary.

Sec. 502—Governing Body

• Each District shall be governed by a District Convention
  • Subordinate to the Department and National Conventions
  • Under the jurisdiction of the VFW District

Sec. 503—Composition

• The District Convention or meeting shall consist of:
  • The National President and Past National Presidents, elected National Officers and the National Council Member, who are members in good standing in a Auxiliary within that District.
  • The Department President and Past Department Presidents who are members in good standing in a Auxiliary in that District.
  • The District President, all elective and appointive Officers of the District and all Past District Presidents who are members in good standing in Auxiliaries in that District.
  • However, if a Past District President transfers their membership to an Auxiliary in another District or Department, they are not entitled to a vote or recognition as a Past District President.
○ Should there be a division, consolidation or elimination of a District or should any District’s geographical boundaries be changed due to redistricting, any Past District President, who is a member in good standing in an Auxiliary within the geographical boundaries of the District from which they were elected and served to the end of their term as District President shall retain their title, recognition and any privilege they may otherwise be entitled to, including voting.

• All County Council Presidents throughout that District.
  ○ In the absence of the County Council President, the County Council Senior Vice–President or, in their absence the County Council Junior Vice–President, may function as a member of the District Convention.

• All Auxiliary Presidents throughout that District.
  ○ In the absence of the Auxiliary President, the Auxiliary Senior Vice–President, or in their absence, the Auxiliary Junior Vice–President, may function as a member of that District Convention or meetings.

Delegates to be elected by the Auxiliaries in that District.

Sec. 504—Meetings and Conventions

● Each District shall hold an annual District Convention.
  • The convention shall be held not less than ten (10) calendar days nor more than seventy-five (75) calendar days prior to the convening of the Department Convention
  • To elect District Officers
  • To transact business

● In addition, the District shall hold at least one (1) stated meeting each year for the purpose of conducting Schools of Instruction
  • For Auxiliary Officers
  • For the promotion of Auxiliary programs

● The District President may appoint such committee Chairmen as are required.
• Districts do not issue general orders or set up budgets.
• The District President may call other meetings when in their judgment it shall appear to be for the best interest of the members
  • Or when instructed by a majority vote of the members present at a Convention or stated meeting.
  • The District President shall instruct the District Secretary to notify all Auxiliary Presidents in writing of the time and place of any special meeting and of the business to be transacted.

Sec. 505—Standing Rules
• Districts may establish Standing Rules to provide for specified operations, activities, events, expenses and disbursements allowable between meetings provided such rules do not conflict with the National or Department Bylaws.
  • Custom has the status of a standing rule
  • Standing rules may be amended, modified, or rescinded at any meeting.
  • If prior notice is given, the vote is by majority vote of the Delegates present.
  • If previous notice is not given, the vote is by a two-thirds (2/3) vote of the Delegates present.
  • Standing Rules become effective immediately.

Sec. 506—District Dues
• Delegates assembled at a District Convention may assess annual dues not to exceed fifty cents (50¢) per member per Auxiliary
  • Based on the June 30 membership of the preceding year.
  • Dues cannot be assessed per Auxiliary on a flat rate basis.
  • Dues should be remitted to the District Treasurer by September 30 of the current Auxiliary year or as established by the District Standing Rules.
Sec. 507—Quorum

- The minimum number of Delegates required to constitute a quorum for the transaction of business at a District meeting or Convention shall not be less than Officers and/or Delegates representing one-fourth (1/4) of the Auxiliaries of the District.
  - A minimum of five (5) members in good standing are required to constitute a quorum.
  - For the purpose of this section, Auxiliary President shall be considered a Delegate.

Sec. 508—Surrender, Forfeiture or Cancellation of Charter

- No Charter shall be surrendered by a District so long as two-thirds (2/3) of the Auxiliaries in the District demand its continuance.
  - Nor unless a proposal to surrender the Charter shall have been made at a stated or special meeting of the District,
  - At least four (4) weeks before the convening of the District Convention
  - Due notice of said proposal in writing given to every Auxiliary in said District and to the Department President.
  - Districts who choose to surrender their charter lose representation on the Department Council of Administration.
  - The Department Convention must approve cancellation of a District Charter.
    - In case of surrender or forfeiture of a Charter the property of the District including books of record, papers and all moneys belonging to it,
      - Shall be turned over within thirty (30) calendar days following the issuance of the Special Order to the Department President or their Representative for disposition as directed by the Department Council of Administration.

Sec. 508A—Consolidated Districts

- Upon the consolidation of two (2) or more Districts:
  - New Officers shall be elected and installed.
  - All Officers of the consolidating Districts having fulfilled their obligations shall be recognized as District Past Officers.
Sec. 509—Suspension and Revocation of Charter

A Department President may suspend the Charter of a District

- With the consent of the Department Council of Administration,
- For violation of the laws and usages of the organization,
- For refusal to comply with the lawful orders of the Department or National President.

The President of the District in question shall be notified in writing by the Department Secretary

- Of the charges against it and
- Shall have an opportunity to appear before the Council of Administration to show cause why its charter should not be cancelled by the Department Convention.

While under suspension

- No meeting shall be held in the name of the District or organization
- Except for the sole purpose of discussion of cause, effect or removal of the penalty
- No funds of the District shall be expended or obligation incurred during and while the order of suspension is in force and effect
  - Except paying obligations already incurred and reinstatement from suspension

Sec. 510—District Reactivation

If the Charter of a District has been surrendered, forfeited or cancelled, then the District may be reactivated upon approval of the National President.

- There shall be no time limit on when a District may reactivate.

Sec. 511—District Arrearages

If a District is in arrears for any of the following, the District President shall be deprived of their vote at the Department Convention:

- For any financial obligations to National Headquarters
- For failure to bond the office of District President and Treasurer
- For failure to submit audits to the Department Treasurer within thirty (30) calendar days of each meeting (or quarterly, if monthly meetings are held)

End of Article V.
ARTICLE VI DEPARTMENTS

Sec. 601—Jurisdiction of Departments
- Each Department Auxiliary shall be
  - Subordinate to, and under jurisdiction of the corresponding Department of the Veterans of Foreign Wars of the United States.
  - The Departments of the Auxiliary shall be identical in geographical limits with the respective Departments of the Veterans of Foreign Wars of the United States.

Sec. 602—Composition
- A Department Convention shall consist of:
  - The National President and Past National Presidents, elected National Officers and the National Council Member, who are members in good standing in an Auxiliary within the Department.
  - The Department President, and all Past Department Presidents, as long as they remain a member in good standing in the Auxiliary in the Department of which they were President;
  - All elective and appointive Officers of the Department, as listed in Section 802 and 803.
  - All District Presidents throughout the Department.
    - In the absence of the District President, the District Senior Vice–President or in their absence, the District Junior Vice–President, may be registered and function as a member of the Convention.
  - Presidents of duly organized County Councils of the Department.
    - The Senior Vice–President, or in their absence the Junior Vice–President, may function as a member of the Department Convention in case the President of such County Council is absent.
    - All Auxiliary Presidents throughout the Department.
    - In the absence of the Auxiliary President, the Auxiliary Senior Vice–President, or in their absence, the Auxiliary Junior Vice–President, may be registered and function as a member of the Convention, but only one (1) Officer, in addition to Delegates, may represent any Auxiliary.
  - Delegates elected by the Auxiliaries.
Sec. 603—Department Meetings and Convention
- The stated meeting of the Department Convention of the Auxiliary shall be held in the same city on the same dates as the Department Convention of the Veterans of Foreign Wars of the United States.
- The Department shall be governed by the annual Department Convention subordinate to the National Convention.
- The Department President may call a special meeting when in their judgment it shall appear to be for the best interest of the members.
  - The Department President shall instruct the Department Secretary to notify all members of the Council of Administration
    ○ Of the time and place of any special meeting
    ○ The business to be transacted

Sec. 604—Quorum
- The minimum number of Delegates required to constitute a quorum for the transaction of business at a Department Convention shall be not less than one (1) Delegate from a majority of the Auxiliaries in the Department
- If it is determined that a quorum is not present
  - No principal or essential business can be transacted
  - If such business is transacted, it is deemed illegal, null and void
    ○ Unless ratified or approved either later at the same meeting when there is a quorum, or at a subsequent meeting.

Sec. 605—Bylaws
- A Department Convention may adopt Bylaws not conflicting with the Bylaws or orders of the National Convention
  - May provide for the alteration or amendment thereof
  - Two-thirds (2/3) vote of the Delegates is required for passage
  - Provided two (2) copies of the proposed Bylaws are signed by the committee and the Department President
Bylaws and amendments must be printed in their entirety and submitted to the National President within ten (10) calendar days after the Department Convention. Once approved it will become effective.

Sec. 605A—Standing Rules

Departments may establish Standing Rules to provide for specified operations, activities, events, expenses and disbursements allowable between meetings provided such rules do not conflict with the National or Department Bylaws or as the status of a standing rule may be amended, modified, or rescinded at any Council of Administration meeting.

- See Section 211.

Sec. 606—Committees

Sec. 606A—Department Meetings/Convention Committees

- The Department President shall appoint the following Convention Committees:
  - Credentials
  - Resolutions
  - Rules

- The Credentials Committee
  - Shall consist of a Chairman and a minimum of two (2) members
  - Shall examine the credentials
  - Report to the Department Convention or designated Department Meeting the number of duly accredited Officers and Delegates present and entitled to vote
  - Department Treasurer and candidates running for office shall not be appointed as members of this committee.

- The Resolutions Committee
  - Shall consist of a Chairman and a minimum of two (2) members
  - Shall receive all resolutions
  - Shall present same with recommendations to the Department Convention or any Department Meeting for action.
○ Resolutions submitted by an Auxiliary for consideration at a Department Convention or Department Meeting must be signed in ink by the Auxiliary President.

○ Resolutions submitted by the Department Resolutions Committee for consideration at a Department Convention or Department Meeting must be signed by the members of the committee.

○ Resolutions submitted by the Officers of the Department for consideration at a Department Convention or Department Meeting must be signed by the officers.

○ If approved by the Department, the resolution must be postmarked or electronically sent (scanned or faxed) to National Headquarters within ten (10) calendar days following the Department Convention.
  • With a letter stating when the resolution was approved.
  • The letter must be signed by the Department President who presided at the Department Convention or Department Meeting.

○ Resolutions submitted for consideration at any Department Meeting provided delegates are registered and permitted to vote.

○ A resolution that does not require National Convention action does not have to be forwarded to National Headquarters.

• The Rules Committee
  ○ Shall consist of a Chairman and a minimum of two (2) members
  ○ Shall recommend the rules for the guidance and orderly government of the convention
  ○ A copy shall be furnished each Delegate
  ○ Adoption of the rules shall be the Convention’s first business in order.

Add a period (.) and remove "within...Convention"

Change to: Must include cover letter stating when the resolution was approved and that a quorum was present.
Sec. 606B—Program Committees

- The Department President shall appoint Program Committee Chairmen as determined by the National President.

Sec. 606C—Audit Committee

- The Department President shall appoint an Audit Committee
  - Consisting of a Chairman and a minimum of two (2) members of the Council of Administration or any Past Department President
  - It shall be the duty of the Audit Committee to audit the books and records of the Department Treasurer at least semi-annually and submit a report in writing of such audit to each member of the Council of Administration. The audit is read at the meeting following each audit.
  - The Audit Committee shall certify by their signatures in the books that the books and records were found correct.
  - Any negligence on the part of the committee in carrying out the mandates of this section shall make this committee individually and collectively responsible, with any other, for any discrepancy.
  - All audits must be accepted by motion.
  - An interim audit may be held as of April 30 prior to the Department Convention, covering that portion of the fiscal year.
  - The Committee, in addition to the foregoing, shall audit the records and accounts of all committees, Officers and members having to do with the receipt and expenditure of Department funds
  - Perform such other duties incident to their office as the Department may direct.
  - A Certified Public Accountant may be employed by the Department to audit the records of the Department Treasurer annually.
  - The Department Audit Committee shall review the CPA's report and present the report to the Council of Administration for approval.
  - The Department Audit Committee shall prepare and present to the Council of Administration the final audit report for the end of the fiscal year for approval.
A copy of the Council approved audit shall be signed by the committee and forwarded by the Department Treasurer to the National Treasurer by October 1, unless permission is granted by the National President for an extension.

Sec. 606D—Budget Committee
- The Budget Committee
- Shall consist of a Chairman and a minimum of two (2) members, appointed by the Department President
- The Budget Committee shall prepare a proposed budget from the tentative budget submitted by the Department Treasurer insuring it sets forth all estimated receipts and anticipated expenses for the financial operation of the Department for the ensuing year.
- The proposed budget shall be submitted in writing by the Chairman of the Budget Committee to the members of the Council of Administration for adoption at a stated Council of Administration meeting, and
- When adopted the budget shall not be changed.
- It shall control expenditures of the Department, unless otherwise provided by the Council of Administration
- A copy of the Council approved budget shall be signed by the committee and forwarded to the National Treasurer by October 1.
- Unless permission is granted by the National President for an extension.
- The Budget Committee shall review the latest budget report prior to subsequent Council meetings and call to the Council’s attention items that may need action.
- Once the Council of Administration approves the budget it cannot be changed.

Sec. 607—Department Dues
- Department dues shall be set in every Auxiliary or
- Department cannot

Add: /adopts

Change period (.) to comma (,) and add: except by vote of the Council of Administration for a significant reason or error.
Sec. 608—Council of Administration, Composition and Duties

- The Council of Administration of a Department shall consist of the President, Senior Vice–President, Junior Vice–President, Treasurer, Secretary, Chaplain, Conductor/Conductress, Guard, Chief of Staff and District Presidents.
  - In the absence of a District President, the District Senior Vice–President, or, in their absence, the District Junior Vice–President, may function as a member of the Council of Administration.
- In the event a Department does not have Districts the Presidents of all Auxiliaries in good standing shall be voting members of the Department Council of Administration.
  - In the absence of the Auxiliary President, the Auxiliary Senior Vice–President, or in their absence, the Auxiliary Junior Vice-President may function as a member of the Council of Administration.
- The four (4) Junior Past Department Presidents and all Past National Presidents, elected National Officers and the National Council Member shall be members of the Department Council of Administration in their own Department.
  - So long as they are members in good standing in an Auxiliary within the Department.
- The Council of Administration shall meet at such time and place as may be determined by the Department Convention.
  - At such other times and places as the President of the Department may order.
  - As may be provided by a majority vote of the Council of Administration.
  - The Department Secretary shall notify all members of the Council of Administration of the date, time, place, and business to be transacted.
- Each member of the Council present at the meeting shall have one (1) vote.
  - A quorum for the transaction of business at a Council of Administration meeting in Departments without Districts shall not be less than one-fourth (1/4) of the Department Council Members of that Department present.

Add: comma (,) whose term on the Council of Administration shall not exceed four (4) calendar years from the year that their term as Department President ends.

Add two sub-bullets:
- In the event of the death of a Junior Past Department President, they are not replaced on the Council of Administration.
- In the event a Junior Past Department President is installed to another position on the Council, that Junior Past Department President seat remains vacant for that year.
• A quorum for the transaction of business at a Council of Administration meeting in Departments with Districts shall be a majority of the Department Council Members of that Department.
• The Council shall
  • Approve the Department budget
  • Approve the audit of the Auditing Committee
  • Propose and approve expenditures outside Department Standing Rules, Budget and Bylaws
  • Shall represent, in all matters, the Department Convention in the interval between its sessions

Sec. 609—Official Visit
• The Department President may request further examination of any Auxiliary, its records and property whenever it is felt the good of the order demands it.
• The District Presidents shall have charge of and supervise the work of the annual visit of Auxiliaries in their Districts.
  • For this purpose, the District President may appoint members to assist in this work
  • Said appointment subject to the approval of the Department President
• In the event a Department does not have Districts, or an Auxiliary does not belong to a District, the Department President shall have charge of and supervise the work of the annual visits to Auxiliaries.
• The District President or the Department President in Departments where there are no Districts shall not conduct an official visit of their own, shall a member of their Auxiliary.

Sec. 610—Suspension or Revocation of Charter
• The National President may suspend the Charter of a Department for a period of thirty (30) calendar days for
  • Violation of the laws or usages of the organization
  • Refusal to comply with lawful orders of the National President, National Council of Administration, or National Convention
• If no appeal is taken within the period of thirty (30) calendar days, the Charter of the Department may be cancelled;
• Provided, however, that before the Charter is cancelled the President of the Department in question shall have been
  ○ Duly notified in writing of the charges against it and
  ○ Upon request shall have a suitable opportunity to appear or submit documentation before the National President or the National Council of Administration to show cause why its Charter should not be cancelled.

• The Charter of a Department may be revoked by the National Convention
  • If for three–fourths (3/4) of a year has failed to forward its reports, dues, or money properly payable to National Headquarters,
    ○ may be revoked by the National Convention at its annual session or
    ○ by the National President with the consent of the National Council of Administration.

Sec. 611—Department Arrearages

• If a Department is in arrears for financial obligations or otherwise, the Department shall be deprived of all representation at the National Convention.
• All rights shall be promptly restored upon proper adjustment of such deficiencies.

End of Article VI.
ARTICLE VII - NATIONAL

Sec. 701—Supreme Body
- The supreme authority of the Auxiliary shall be lodged in the National Convention of the Auxiliary
- Under the jurisdiction of the National Convention and National Council of Administration of the Veterans of Foreign Wars of the United States.

Sec. 702—National Headquarters
- National Headquarters of the Auxiliary shall be maintained in the same location as the National Headquarters of the Veterans of Foreign Wars of the United States.

Sec. 703—Composition
- The National Convention of the Auxiliary shall be composed of:
  - The National President, Past National Presidents, and all other elective and appointive National Officers
    - So long as they remain a member in good standing in an Auxiliary.
    - Each shall be entitled to a personal vote at the National Convention.
  - The President of each Department.
    - In the absence of the Department President, the Senior Vice–President, or in their absence the Junior Vice–President, may function as a member of the National Convention.
  - Delegates to be elected by each Auxiliary.

Sec. 704—Convention
- The National Convention of the Auxiliary shall be held annually
  - At the same time and place as the National Convention of the Veterans of Foreign Wars of the United States.

Sec. 705—Quorum
- The minimum number of Delegates required to constitute a quorum for the transaction of business shall be an accredited representative from a majority of all Departments.
Sec. 706—Standing Rules
● National may establish Standing Rules to provide for certain expenses and disbursements allowable between meetings provided such rules do not conflict with the National Bylaws.
● Custom has the status of a standing rule; and standing rules may be amended, modified, or rescinded at any Council of Administration meeting.
● See Section 211.

Sec. 707—Disbursements
● All disbursements shall be governed by the National budget as approved by the National Council of Administration.

Sec. 708—National Dues
● National dues shall be five dollars ($5.00) per annum on each member effective January 1, 2012. All checks, money orders, etc., for the account of the Auxiliary shall be made payable to “VFW Auxiliary.”

Sec. 709—Membership Dues Cards
● The National Headquarters shall prepare a standard annual official membership dues card.
● Only the Life Membership and Annual Dues Cards provided by National Headquarters shall be officially recognized.

Sec. 710—Council of Administration, Composition and Duties
● There shall be a National Council of Administration which shall consist of the National President, National Senior Vice–President, National Junior Vice–President, National Secretary, National Treasurer, National Chaplain, National Conductor/Conductress, National Guard, National Chief of Staff (if appointed by the President), National Regional District Council Members as set out in these Bylaws, in Sec. 804E, and the four (4) Junior Past National Presidents. A majority of the members shall constitute a quorum.

Add: paid by ACH transaction to National Headquarters.
Remove period (.).
Add: not to exceed four (4) calendar years.
The National Council of Administration shall:
• Be the elected person to represent their territory and should be prepared to vote at called Council Meetings on whatever might come before the Council.
• Meet at such place as may be determined by the National Convention and at such other times and places as the National President may order. This may include electronic meetings.
• Make decisions between Conventions for the body.
• Propose and approve expenditures outside National Standing Rules, Budget, and Bylaws.
• Represent in all matters the National Convention in the interval between its sessions.
• Decision making/voting may be done using current technology.
• Keep full records of its proceedings and submit to its members, the Department Presidents and Past National Presidents, copies of the minutes or transcripts of its proceedings from time to time as they occur.
• Have full power to fix the salaries of the Officers of the organization.
• Approve the National budget.
• Approve the audit of the Auditing Committee.
• The National President shall call a special meeting upon request of a majority of the members of the National Council of Administration.
• In the event the National President does not respond to the request or refuses to hold a special meeting
  • The National Council of Administration may, after ten (10) calendar days from the date of mailing of said request, proceed to hold such meeting.
  • The request shall be in writing to the National President with notification of proof of delivery.
  • A copy shall be sent to the National Secretary.
  • Due notice stating the purpose of a special meeting shall be sent to all members of the National Council of Administration by the National Secretary
    ○ Not later than ten (10) calendar days prior to the date of said meeting.
A request for a ruling submitted by a Department
- Shall be directed to the National President for decision
- Sent to the National Secretary
- The National President shall respond with their decision within thirty (30) calendar days from the date of receipt.
- An appeal from the National President’s decision may be taken, within thirty (30) calendar days, to the National Council of Administration through the Department President.

Sec. 711—Committees

Sec. 711A—Convention Committees
- The President shall appoint the following Convention Committees:
  - Credentials
  - Rules
  - Bylaws and Resolutions Review Committee
    - The Credentials Committee shall examine the credentials and report to the National Convention the number of duly accredited Officers and Delegates present.
    - The Rules Committee shall recommend the rules for the guidance and orderly government of the convention. A copy shall be furnished each Delegate. Adoption of the rules shall be the Convention’s first business in order.
    - The National President shall appoint a Bylaws and Resolutions Committee to consist of a Chairman and a minimum to two (2) members. The Committee shall receive all resolutions and present them, with its recommendations, to the National Convention for action.
- It shall be the duty of the Bylaws and Resolutions Committee to review the National Bylaws every three (3) years, beginning with the year 2011, for accuracy, consistency and compliance with the Bylaws of the Veterans of Foreign Wars of the United States and make recommendations to the National President for review and referral to the National Convention.
Sec. 711B—Program Committees
● The National President may, in their discretion, appoint Ambassadors and National Chairmen to serve on program committees.

Sec. 711C—Audit Committee
● The National President shall appoint an Audit Committee
  • To consist of a Chairman and a minimum of two (2) members from the Council of Administration or any Past National President.
  • It shall be the duty of the Audit Committee to properly review the report of the independent auditors and to submit a report to the National Council of Administration of any material weaknesses or findings of said independent auditors.

Sec. 711D—Budget Committee
● The National President shall appoint a Budget Committee
  • To consist of a Chairman and a minimum of two (2) members.
  • It shall be the duty of the Budget Committee to prepare a proposed budget from the tentative budget submitted by the National Treasurer.
  • Insuring it sets forth all estimated receipts and anticipated expenses for the financial operation of the National Organization for the ensuing year.
  • The proposed budget shall be submitted in writing by the Chairman of the Budget Committee to the members of the National Council of Administration for adoption at a stated Council of Administration meeting following the National Convention.
    ○ Final action must be taken on the adoption of the budget at said meeting
    ○ When adopted, it shall control expenditures of the National Organization for the ensuing year
      • Unless otherwise provided by the National Council of Administration
  • Once budget is approved by the Council of Administration it cannot be changed.
Sec. 711E—Appeals and Grievances Committee

- The National President shall appoint an Appeals and Grievances Committee
  - To consist of a Chairman and a minimum of two (2) members and two (2) alternates
  - Whose duty it shall be to review such matters as may be submitted to it by direction of the National Bylaws.
  - The Committee shall report to the National Council of Administration whose action shall constitute final disposition of the appeal.

Sec. 711F—Life Membership Committee

- The Life Membership Committee shall consist of:
  - The National President
  - National Senior Vice–President and
  - National Secretary–Treasurer
- Such committee shall be known as the Board of Trustees of the Life Membership Fund.
- The Secretary–Treasurer shall be Treasurer of such Board of Trustees and shall have custody of the Life Membership Fund.
- The Life Membership Committee shall recommend any fee schedule change
  - The recommendation shall be brought before the National Convention to be voted upon by the delegates present
  - Any change in said Life Membership Fee shall take effect the next January 1 immediately following the National Convention at which such fee change was approved.
- The Life Membership Committee shall administer the Life Membership Fund.
  - An amount as stated by the Life Membership Committee shall be paid annually to the following entities which each Life Member belongs:
    ○ The National Headquarters of the Auxiliary
    ○ The Department
    ○ The local Auxiliary
    ○ An amount as stated by the Life Membership Committee shall also be paid for any National or Department Life Members At Large to which each Life Member belongs.
Sec. 712—Disposition of Property

- In the event of the surrender, cancellation or forfeiture of the Charter of the National Organization of the Auxiliary, its records, money and all other property shall automatically become the property of the Veterans of Foreign Wars of the United States.

End of Article VII.
ARTICLE VIII OFFICERS

Sec. 801—Eligibility

- Any member in good standing belonging to an Auxiliary shall be eligible to any office in the Auxiliary, County Council, District, Department, or the National Organization.
  - No member shall hold two (2) elective offices on the same level at the same time.
  - The member may hold one (1) elective and one (1) or more appointive offices on that level.
  - The exception to this rule being that a Trustee may hold another elective or appointive office other than President, Secretary, or Treasurer.
  - Officers, elective or appointive, may hold office in a higher or lower body and such offices may be held concurrently. (I.e., a District President could be elected as a Department Officer. This is not holding two (2) elective offices on the same level.)
  - Any member who has been removed from office in accordance with Section 809B shall not be eligible for election to that office during the current Auxiliary year.

Sec. 802—Elective Officers

- Elective Officers shall include a President, Senior Vice-President, Junior Vice-President, Treasurer, Chaplain, Conductor/Conductress and Guard.
  - In addition, Auxiliaries, County Councils, and Districts shall have three (3) elected Trustees.
  - When an Auxiliary is first instituted, Trustees shall be elected for the balance of that term.
    - At the next regular election of Officers one (1) Trustee shall be elected to serve one (1) year, one (1) Trustee to serve two (2) years and one (1) Trustee to serve three (3) years.
    - Thereafter, a Trustee shall be elected for a term of three (3) years at the time of election of Officers.
  - In the event the Department does not have District Presidents, Department elective Officers shall include Auxiliary Presidents.
• All elective Officers will be installed as members of the Council of Administration.
• National elective Officers shall include the National Regional District Council Members elected by the Departments.

**Sec. 803—Appointive Officers**
• The appointive Officers may include a Secretary, Patriotic Instructor, Historian, four (4) Color Bearers, Banner Bearer, Flag Bearer, POW/MIA Flag Bearer, Musician, Soloist, Assistant Conductor/Conductress, Assistant Guard, Assistant Musician and may include an Assistant Secretary and Assistant Soloist.
• Department and National appointive Officers may include a Chief of Staff.
• The Department President may appoint an Assistant Treasurer.

**Sec. 804—Election**
**Sec. 804A—Auxiliary**
• Nominating committees shall be permitted.
• No member shall be elected to office unless the member is in attendance at the election
  ○ Unless they submit in writing their willingness to be elected and hold office
• Elective Officers shall be nominated and elected at a regular business meeting in April.
• Each year at the regular annual election, one (1) Trustee shall be elected for a three-year (3-year) period.

**Sec. 804B—County Council**
• The elective Officers shall be nominated and elected at the first meeting after April 30.
• Each year at the regular annual election, one (1) Trustee shall be elected for a three-year (3-year) period.

**Sec. 804C—District**
• The elective Officers shall be nominated and elected annually at the District Convention.
• Each year at the annual Convention, one (1) Trustee shall be elected for a three-year (3-year) period.
Sec. 804D—Department

- The elective Officers shall be nominated and elected at the annual Department Convention.
- Each National Regional District shall be represented by a National Council Member who is a member in good standing in an Auxiliary in the Department currently entitled to representation on the National Council of Administration.
  - The Department Convention preceding the National Convention at which the term is to commence shall, in the same manner and at the same time as Department Officers are elected, elect a National Council Member who shall be installed into office at the National Convention.
  - Council Members representing even-numbered Regional Districts shall be elected in even-numbered years and
  - Those representing odd-numbered Regional Districts shall be elected in odd-numbered years, each for a two-year (2-year) term.
  - The Regional Districts designated B, D, F and H shall elect a National Council Member in even-numbered years for a two-year (2-year) term.
  - Districts A, C, E and G shall elect a National Council Member in odd-numbered years for a two-year (2-year) term.

(See Booklet of Instructions for further information.)

Sec. 804E—National

- Elective Officers shall be nominated and elected at the annual National Convention.
- National Regional District Council Members shall be elected from Departments in turn as Departments are listed in this Section thereby giving every Department its turn following expiration of term of office of Council Member from Departments as listed:
1. Maine, New Hampshire
2. Massachusetts, Vermont
3. Maryland, New Jersey
4. Delaware, New York
5. Illinois, Missouri
6. Virginia, West Virginia
7. Kentucky, Tennessee
8. Alabama, Georgia
9. North Carolina, South Carolina
10. Arkansas, Oklahoma
11. Iowa, Wisconsin
12. North Dakota, Wyoming
13. Colorado, Kansas
14. Idaho, Montana
15. Arizona, New Mexico
16. Alaska, Hawaii
17. Nevada, Utah
18. Connecticut, Rhode Island
19. Louisiana, Mississippi
20. Oregon, Washington
21. Nebraska, South Dakota
A. Pennsylvania
B. Michigan
C. Indiana
D. Ohio
E. Minnesota
F. Florida
G. California
H. Texas

(See Booklet of Instructions for further information.)

Sec. 805—Voting

- For voting procedures, see Booklet of Instructions - Election of Officers or the Ritual.
- All Levels
  - At least one (1) delegate must have registered their credentials at the Convention for the Auxiliary to be entitled to vote the total number of its delegates, which is known as voting strength.
  - Whether voting by Auxiliaries, Districts or Departments, the President may cast the voting strength.
  - In the President's absence, the Senior Vice-President, or in their absence, the Junior Vice-President, shall be vested and directed to cast the entire voting strength subject to the will of the delegation present at the Convention.
○ If all are absent, the vote shall be taken by roll call of Auxiliaries within the Department.
  • The President’s vote is lost.
• The Auxiliary President, or the Senior Vice-President or Junior Vice-President functioning in their place as a member of the Convention, may at their own option, if elected a Delegate, choose to vote as a Delegate rather than as Auxiliary President.
• In voting for Officers, a majority of all votes cast shall be necessary to elect.
• If there is no election on the first ballot, the member receiving the lowest number of votes shall be dropped and so on in successive ballots until an election is made.
  ○ Officers are entitled to one (1) vote and shall cast their own vote
  ○ An individual with more than one (1) vote has the option of registering their credentials as an Officer or Delegate and casting their vote as registered.
• Should there be a division among the Delegates, each Delegate present shall be entitled to vote their pro-rata share of the total delegate strength to which the Auxiliary is entitled.
• Delegates may arrive at a vote in any manner acceptable to them, but the vote shall be announced in whole numbers and not fractional parts of a vote.
  ○ All Delegates are not required to be in the room at the time of the election. At least one (1) Delegate must have been present at the Convention and registered their credentials.
• Auxiliary Officers
  ○ Shall be elected by written ballot, if more than one (1) candidate.
• County Council and District Officers
  ○ May be elected by written ballot or roll call vote.
• Department Officers
  ○ Shall be elected by roll call vote or by using current technology
  ○ Voting may be by Districts or Auxiliaries
• National Officers
  ○ Shall be elected by roll call vote or by using current technology
  ○ The voting shall be by Department
Sec. 806—Installation
Sec. 806A—Auxiliary

Auxiliary Officers shall be installed in their respective offices not more than sixty (60) calendar days prior to the convening of the Department Convention,
- But shall not assume their duties until the Department President is installed.
- The installation may be conducted publicly at an open meeting held for that purpose.
- The following members in good standing may conduct the installation ceremony:
  - A member who is a Past Auxiliary President
  - A member who has held a higher elective office in the Auxiliary
  - Or a Past Post Commander or higher officer.
- The Auxiliary President-elect will select the installing officer.
- Installation warrants shall be obtained using the procedures outlined by National Headquarters.
- If the following conditions are not met, the installation shall be null and void until such time as the Bylaws are complied with.
  - If the offices of President and Treasurer are not bonded
  - Quarterly audits are not done
  - Or an installing officer not authorized according to these Bylaws is chosen
- The Installing Officer shall ask the retiring President if the office of the Auxiliary President and Treasurer are bonded.
- Immediately after installation, the Installing Officer shall sign the reports and the Auxiliary Secretary shall see that the reports are transmitted to the National Secretary and the Department Secretary.
- An Officer-elect who may be absent for good and sufficient reason may be installed at any succeeding meeting within sixty (60) calendar days of the date of installation.
  - It shall be the first order of business following the opening ceremony.
  - If not then installed, the office shall automatically become vacant.
• All Officers shall be elected or appointed for one (1) year except Trustees. Only the newly elected Trustees need be installed.
• Pursuant to Sec. 608, the Auxiliary President, in a Department without Districts, will be installed at the Department Convention as a member of the Department Council of Administration.

Sec. 806B—County Council
• The County Council Officers shall be installed before the adjournment of the meeting at which they were elected.
• Pursuant to Sec. 804B of these Bylaws, said meeting shall be held after April 30, but not later than two (2) weeks prior to the Department Convention.
• The County Council President-elect will select the Installing Officer who shall be a member in good standing who has held a rank at least as high as Past County Council President or has held a higher elective office.
• Warrants for County Council are not issued by National Headquarters, but may be issued by Departments.
• Officers shall not assume their duties until the Department President is installed.

Sec. 806C—District
• The District Officers shall be installed before the adjournment of the meeting at which elected.
  • But shall not assume the duties of office until the installation of the District President as a member of the Department Council of Administration.
• The following members in good standing may conduct the installation ceremony:
  • Who is at least a Past District President
  • Who has held a higher elective office in the Auxiliary.
  • A Past District Commander or higher office.
• The District President-elect will select the Installing Officer.
• Warrants for Districts are not issued by National Headquarters, but may be issued by Department.
Sec. 806D—Department
- The Department Officers shall be installed before the adjournment of the Convention at which they were elected.
  - Unless otherwise authorized by the National President.
- They shall enter upon the duties of their respective offices immediately after adjournment of the meeting at which they were installed.
- The Junior Past Department President shall be installed as a member of the Council of Administration.
- The President-elect shall select the Installing Officer who shall be a member in good standing who is at least a Past Department President has held higher elective office in the Auxiliary or a Past Department Commander or held higher office.
- Shall also select the Installing Conductor/Conductress.
- The Installing Officer shall forward the Installation Report to the National Secretary within three (3) calendar days following the close of the Department Convention.

Add: Installation

Move "Pursuant...to Administration" from 806A here

Change to: The Installing Officer shall sign and date the installation report. The Department Secretary shall enter the information required into MALTA within seven (7) calendar days following the Department Convention.

Sec. 806E—National
- National Officers shall be installed by the Commander-in-Chief of the Veterans of Foreign Wars of the United States.
  - Or someone delegated by him/her.
  - Immediately after their election.
- They shall enter upon the duties of their respective offices immediately after the adjournment of the meeting at which they were installed.
- The Junior Past National President shall be installed as a member of the Council of Administration.

Add: Installation

Sec. 807—Term of Office
- An Officer elected or appointed and installed into office shall continue to hold office for the period for which elected or appointed.
  - Or at the pleasure of the appointive power
  - Provided they comply with the duties of their office
  - Remains a member in good standing with dues paid in the Auxiliary, County Council, District, or Department of which they are an Officer.
• Has not had their office declared vacant in accordance with these Bylaws.
• A member elected to fill a vacancy shall continue to hold office for the duration of the un-expired term of the office to which elected.
• The term of office of a chairman of a standing committee shall run concurrently with the term of office of the appointing President.

Sec. 808—Past Officers
• A Past Officer shall be someone who, having been elected or appointed and installed,
  • Ceases to hold office by completion of their term
  • Or by death before the expiration of their term of office

Add: President and

Sec. 809—Resignations
• All resignations of Officers should be in writing and sent to the Secretary of the body from which the Officer is resigning.
  • If the Secretary is resigning, the resignation shall be sent to the President of the body from which they are resigning.
  • Resignations are effective when issued.
  • Verbal resignations are binding.

Sec. 809A—All Levels (Presidents & Vice-Presidents)
• In the event of a vacancy in the office of the President
  • The Senior Vice-President shall at once succeed to the title and duties of such office.
  • The Junior Vice-President shall succeed to the title and duties of the Senior Vice-President.
  • Likewise in the event of a vacancy in the office of Senior Vice-President, the Junior Vice-President shall at once succeed to the title and duties of said office.
  • They shall immediately assume their duties without requiring an installation.
  • An election shall be held at the next regular meeting for the office of Junior Vice-President and any other office vacated.
  • Due notice of contemplated election shall be deemed given if the President announces that the election will be at the next regular meeting.
  • The vacant office shall be filled at the stated regular meeting.
For the purpose of this Section, in the event of a vacancy in the office of President-elect or Senior Vice-President-elect, the same rule shall apply and an election will be held for the office of Junior Vice-President.

- If the Senior Vice-President or Junior Vice-President chooses not to succeed to the next higher officer, they should resign.
- In filling any vacancy, members aspiring to same are privileged to do so;
  - Officers must resign from their present office when accepting a favorable election.
- Installation shall be held following the election.

Sec. 809B—Auxiliaries

- Auxiliaries may fill other vacancies in their elective offices at any regular meeting provided the President announces that the election will be held at the next regular meeting.
  - The vacant office shall be filled at the stated regular meeting.
- An Auxiliary may, at a regular meeting by majority vote of the members present, declare vacant the position of any elective Officer.
  - Who may be absent, without valid excuse from two (2) consecutive meetings, or for a period of sixty (60) days, whichever comes first.
  - Or who fails to fulfill the duties of their office as outlined in Article VIII.
- An Auxiliary may, at a regular meeting by two-thirds (2/3) vote of the members present, remove an elective Officer.
  - At least seven (7) days notice shall be given to all members of the intent to remove any elective Officer and state the reason(s) for removal.
  - The Auxiliary shall notify the Department President of action taken with document proof (meeting minutes).
- The Department President may, with respect to any Auxiliary within the Department, declare vacant the position of any Auxiliary Officer who fails to fulfill the duties of their office or who physically or verbally abuses another Auxiliary and/or VFW member.

Remove and replace with:
- Removal of an Elected Officer
  - An Auxiliary may, at a regular meeting by majority vote of the members present, declare vacant the position of any elective Officer.
    - Who may be absent, without valid excuse from two (2) consecutive meetings, or for a period of sixty (60) days, whichever comes first.
    - Or who fails to fulfill the duties of their office as outlined in Article VIII.
    - An Auxiliary may, at a regular meeting by two-thirds (2/3) vote of the members present, remove an elective Officer.
      - At least seven (7) days notice shall be given to all members of the intent to remove any elective Officer and state the reason(s) for removal.
      - The Auxiliary shall notify the Department President of action taken with document proof (meeting minutes).
      - The Department President may, with respect to an Auxiliary within the Department, declare vacant the position of any Auxiliary Officer who fails to fulfill the duties of their office or who physically or verbally abuses another Auxiliary and/or VFW member.
● When so removed by the Department President, the Officer shall have the privilege of submitting an appeal to the National President within thirty (30) calendar days from the date of the order declaring such office vacant.

Sec. 809C—County Council and District
● All other vacancies in elective offices may be filled by election by the County Council or District at any regular meeting provided due notice of such contemplated election has been given in writing to all Auxiliaries in the County Council or District not less than four (4) weeks prior to such meeting. A vacancy may be declared by a regular meeting by two-thirds (2/3) vote of the Delegates present, declare vacant the position of any County Council Officer who has absented themselves, without valid excuse, from two (2) consecutive meetings.

● The County Council may at any regular meeting by two-thirds (2/3) vote of the Delegates present, declare vacant the position of any District Officer, except District President, who has absented themselves, without valid excuse, from two (2) consecutive meetings.

● A District President who absents themselves without valid excuse from two (2) consecutive meetings may be removed from office by the Department Council of Administration.

Sec. 809D—Department
● In the event of a vacancy in the office of Junior Vice-President or other elective offices:
  - The Department President shall duly notify all Auxiliaries in the Department by Official Correspondence that the vacancy exists no less than thirty (30) calendar days before the next scheduled meeting.
  - Nomination and election of a candidate to fill a vacancy shall be made by the Department Council of Administration.
  - The Department President or the Department Council of Administration may declare vacant the position of any elected Officer
    • For failure to fulfill the duties of their office as outlined in Article VIII or who physically or verbally abuses another Auxiliary and/or VFW member.
  - When so removed by the Department President, the Officer shall have the privilege of submitting an appeal to the Department Council of Administration within thirty (30) calendar days from date of order declaring such office vacant.
  - When so removed by the Council of Administration, the Officer shall have the privilege of submitting an appeal to the National President within thirty (30) calendar days from the date of the order declaring such office vacant.
  - The Department President or the Department Council of Administration may declare any elected Officer
    • For failure to fulfill the duties outlined in Article VIII or who physically or verbally abuses another Auxiliary and/or VFW member.
• Who without valid excuse, misses two (2) consecutive meetings.
• When so removed by the Department President, the Officer shall have the privilege of submitting an appeal to the Department Council of Administration within thirty (30) calendar days from date of order declaring such office vacant.

Sec. 809E—National
• In the event of a vacancy in the office of Senior Vice-President
  • Except National Regional District Council Member
  • The National President shall duly notify all members of the Council of Administration and all Departments that the vacancy exists in order that recommendations may be submitted for filling the vacancy.
• Thirty (30) calendar days thereafter, members of the Council of Administration shall be advised of the names of the members presented to fill the vacancy and may vote to fill such vacancy in a sealed envelope marked “Ballot,” enclosed in an envelope and forwarded directly to the National Secretary.
• The ballots shall be opened at the time specified by the National President
• By tellers appointed by them
• In the presence of such Officers of the National Convention as the National President may designate.
• The member receiving the highest number of votes shall be declared duly elected to the office designated.

• In the event of a vacancy in the office of National District Council Member
• The Department Council of Administration from which the Council Member was elected shall elect a Council Member from recommendations made by Auxiliaries in the Department involved.
• The National President or the National Council of Administration may declare vacant the position of any Officer who:
  • Without valid excuse, misses two (2) consecutive meetings of the constituent body of which they are an Officer
  • For failure to fulfill the duties of their office as outlined in Article VIII

Add sub-bullet: When so removed by the Council of Administration, the Officer shall have the privilege of submitting an appeal to the National President within thirty (30) calendar days from the date of the order declaring such office vacant.
• When so removed by the National President, the Officer shall have the privilege of submitting an appeal to the National Council of Administration to be taken within thirty (30) calendar days from date of order declaring such office vacant.

Sec. 810—President, Duties of (All Levels)

• The President shall preside and maintain order at all meetings and enforce a strict observance of the Bylaws and Ritual of the Organization and all orders from proper authority.
• Shall appoint all Officers and committees not otherwise provided for.
• Shall see that there is no disruption during the meeting and if so, has the right to have the member causing the disruption removed.
• The President of the Auxiliary to a Department, District, County Council, or Post shall, within thirty (30) days after induction into office, submit to the Commander of the respective Department, District, County Council, or Post the last quarterly audit, membership status report, and such additional reports as may be required by the liaison committee. (National President see Section 810E).
• Such reports will be acknowledged by each respective Commander during the next regular meeting of the Post over which he/she presides and may be read to the members assembled.
• Each Auxiliary President should register for the National Convention if attending.

Sec. 810A—Auxiliary President

• The Auxiliary President shall countersign all checks drawn by the Treasurer.
• Auxiliaries may not possess credit cards, ATM (Automated Teller Machine) cards, and/or debit cards.
• The disbursement of money shall be upon motion made and passed at a meeting
  • With the exception of:
    o The transmittal of membership dues, which does not require a motion.
    o Expenses allowed by Standing Rules
• Shall appoint a committee of not less than five (5) members, including the Treasurer, to contact all members during the year for payment of dues.
• It is recommended that they also contact those who have not paid dues for the preceding years.
• This Committee shall report on all contacts made and turn any money collected over to the Treasurer as soon as possible,
  ○ No later than the first meeting following collection.
  ○ Volunteers may also be used.
• Shall see that all reports are correctly made out and promptly forwarded
• All the business of the Auxiliary is transacted in a proper and efficient manner.

Sec. 810B—County Council President
• The County Council President shall countersign all checks drawn by the Treasurer for disbursement of money by motion made and passed.
• The County Council President may conduct an annual Memorial Service in accordance with the Ritual to pay tribute to deceased members.

Sec. 810C—District President
• The District President shall countersign all checks drawn by the Treasurer for disbursement of money by motion and passed.
• Shall conduct an official visit of each Auxiliary in their District annually.
  • See Sections 609 and 907 - Official Visit.
• Shall hold at least one (1) District meeting each year to promote schools of instruction for Auxiliary Officers
  • In addition to the District Convention
• Act as liaison between Auxiliaries in the District and the Department
• Act as liaison between the Department President and the County Council Presidents
• Do whatever may be in the best interests of the Auxiliary
• The District President may conduct an annual Memorial Service in accordance with the Ritual to pay tribute to deceased members.
Sec. 810D—Department President

- The Department President may issue general orders or special orders as necessary.
- Shall see that all dues and other money due to National Headquarters and received by the Department are forwarded promptly together with the proper reports and returns pertaining thereto.
- Shall approve all vouchers for disbursement of Department funds.
- Shall see that the office of the Department Treasurer is bonded with an indemnity company authorized by National Headquarters or the Department with sufficient security in a sum to be approved by the Council of Administration
  - The cost of which shall be paid from the Department Treasury.
- The Department President shall hold the bond.
- The Department President should visit a meeting in each District of the Department at least once during the year.
  - If they are unable to do so, a Representative shall be sent.
- In the event a Department has no Districts, the President shall conduct the official visit of each Auxiliary at least once a year.
- The Department President, or the assigned Representative, shall conduct an annual official visit of all Auxiliaries not in a District.
- The Department President may include the “Draping of the Charter” and “Memorial Service” in the agenda of the annual Auxiliary Department Convention, jointly in conjunction with the VFW or both, if desired.
- President’s mileage to and from the Department Council Meetings, together with hotel expenses, shall be paid from the Department Treasury.
- When requesting suspension or cancellation of a Auxiliary Charter, reasons must be given in writing to the National President.
  - A copy of said request to cancel an Auxiliary shall be sent on the same date to the District and County Council Presidents, and to the Post, County Council, District and Department Commanders no less than thirty (30) calendar days prior to the cancellation of the Charter.

Add: The bond amount must be voted on separately from the budget and included in the minutes.

Add: lifting suspension

Change to: an
Sec. 810E—National President

- The National President shall enforce the orders of the National Convention and Council of Administration
  - For this purpose the President may issue orders as may be necessary.
- The National President shall within thirty (30) days after induction into office, submit to the Commander-in-Chief of the VFW, the accepted audit, the approved budget, June 30 membership status report, a copy of adopted resolutions, approved Bylaw revisions, and such additional reports as may be required by the liaison committee.
- Shall decide all questions of laws and usages.
- May require an official visit to any Auxiliary whenever they may believe that the best interests of the organization require it.
  - May delegate any Department Officer and shall prescribe the duties for this purpose.
  - Has the right to reprimand a member with cause
    - Subject to final appeal to the National Convention and from that body to the Council of Administration of the Veterans of Foreign Wars of the United States.
- Shall see that the office of the Treasurer and all accountable employees are properly bonded.
- Shall sign all Charters of Departments, Districts, County Councils and Auxiliaries.
- Shall order the books of the Secretary and Treasurer to be audited annually by a certified accountant at the expense of the National Treasury.
- It is customary for the National President to visit each Department at least once during their term of office.
- The President’s cost of transportation to and from the National Convention, Council of Administration meetings, and Department visits, together with hotel expenses, shall be paid from the National Treasury, in accordance with the budget.
  - Additional traveling expenses incurred in visiting Departments and Auxiliaries during their term of office shall be determined by the National Council of Administration, and paid from the National Treasury, in accordance with the budget.
Sec. 811—Vice-Presidents, Duties of

- Vice-Presidents shall
  - When called upon, assist the President by counsel or otherwise
  - In the absence of the President they shall discharge the duties of their office according to seniority.
    - If neither of them are present to take the President’s office, the Secretary or any Past President will call the meeting to order and the members shall elect a President pro-tem.
  - When the President is unable to perform their duties
    - Or function for a period of time due to illness
    - Extended vacation or other reason,
  - Upon written request and approval by the National President
    - The Senior Vice-President may be authorized to countersign checks in the President's absence during such a period.

Sec. 812—Secretary, Duties of (All Levels)

- The Secretary shall keep in books or files:
  - The current “Podium Edition Bylaws and Ritual”
  - A record of minutes of each meeting of the Auxiliary
    - The manner in which the minutes of the Auxiliary meetings are read, printed and/or distributed shall be at the discretion of the Auxiliary by vote of the membership.
    - It is permissible to secure typed or computer generated minutes in the permanent book.
    - Or insert in a three ring binder or clip folder
    - Each minute page shall be numbered consecutively and provide a space for the Trustees to initial at audit.
    - The Treasurer’s reports and the audit reports must be incorporated in the minutes.
    - Corrections shall be made in the margins.
  - Shall attend to all matters of correspondence under the direction of the President.
  - A General or Special Order file for the current year in which shall be preserved all orders and circulars issued by the National and Department Headquarters.
    - In the order in which they are received
  - A letter file in which shall be kept all correspondence of the Auxiliary.
    - General correspondence to be retained for one (1) year.

Add: Consideration should be given to the cost of printing when voting.
Policy and rulings are to be maintained in a permanent file.

All communications from National or Department Officers are official and shall be read at a meeting before being filed for reference.

- All communications of any nature whatsoever intended for the consideration of the National Body shall be signed by the President and forwarded by the Secretary of the Auxiliary to the Department President.

- All official communications to National Officers from the Auxiliary must also be forwarded through channels.

- Shall notify orally or in writing all newly elected members.

- Shall under the direction of the President, prepare all reports required of them.

- Shall transfer to their successor, without delay, all papers, books and other property of the Auxiliary in their possession.

- Shall see that all installation reports have been submitted to Secretaries required to receive them within the appropriate time frame.

- To perform such other duties as are usually incident to such office.

- Shall notify all required offices the names and addresses of elected and appointed Officers.

Sec. 812A—Auxiliary Secretary

- Maintain a roll of deceased members with the date of death.

- Input or transmit the names of the Delegates and Alternates to Secretaries required to receive them within thirty (30) calendar days of election.

- Immediately following installation, submit the installation report to the National Secretary and the Department Secretary within the appropriate time frame.

Sec. 812B—Department Secretary

- The Department Secretary shall

- Assist Auxiliaries to see that all installation reports have been submitted within the appropriate time frame.
• Take a complete record of the minutes or transcripts of all meetings of the Department Convention and Council of Administration
  ○ Which must be preserved as a permanent record
  ○ May be taken by the Department Secretary or a recorder.
• Distribute copies of minutes or transcripts to each member of the Council of Administration.
• Distribute copies of the Department Convention minutes or transcripts to all members of the Convention Composition with the exception of the Delegates.
• Keep in proper files all correspondence
  ○ A file in which shall be kept copies of all general and special orders issued.
• Prepare all books and forms required for the use of the Department under the direction of the President.
• Maintain a roster of
  ○ All Department Officers and committees
  ○ Of all County Council and District Presidents, Secretaries and Treasurers
  ○ All Auxiliary Presidents, Secretaries, Treasurers
  ○ As well as meeting times and places.
• Prepare annual reports of Officers and Chairmen for distribution to Delegates who register at Convention.
  ○ These reports would not have to be read at Convention.
• The Secretary’s mileage to and from the Department Convention and Council of Administration meetings shall be paid from the Department Treasury.

Sec. 812C—National Secretary
● The National Secretary shall
  • Keep a permanent record of the proceedings of the National Convention and Council of Administration meetings.
  • Prepare the minutes or transcripts for proper distribution.
  • Prepare for publication the Officers and Ambassadors annual reports, under the direction of the President.
  • Issue the necessary orders under the direction of the President.
  • Keep in proper file all general correspondence for the period of one (1) year.
  • Keep all Special Orders, policy and rulings shall be maintained in a permanent file.
• See that all files are screened and maintained in a current status.
• Prepare all books and forms required for the use of the Auxiliary under the direction of the President.
• The Secretary’s records and office shall be maintained at National Headquarters of the Auxiliary and shall be left intact for their successor.
• The Secretary’s cost of transportation to and from the National Convention and Council of Administration meetings, together with hotel expenses, shall be paid from the National Treasury.
• The Secretary shall receive as compensation for services such sum as may be determined by the Council of Administration.

Sec. 813—Treasurer, Duties of (All Levels)
• Duties of the Treasurer are most efficiently conducted through electronic means.
• The Treasurer is responsible for keeping National Headquarters up to date with bank information, i.e. account number and/or routing number.
• The Treasurer shall be the Treasurer of all Auxiliary committees handling funds.
• The Treasurer shall, at the end of their term of office, or sooner if so ordered by proper authority, transfer to their successor without delay, all paper, books, money, and other property of the Auxiliary in their possession.
• Upon approval by the National President, the Auxiliary President may appoint an acting Treasurer when the Treasurer is unable to function for a period of time due to illness, death, resignation, or extended vacations.
  ○ The request must be in writing to National President.
• All funds shall be accounted for by the Treasurer in the Auxiliary books
  ○ Which shall consist of a ledger, cash book, or a computerized system
  ○ And printed and secured in a permanent record book
  ○ So long as the records contain the same data as required formats prescribed by National Headquarters

Move to the end of Section 813
• The manner in which the Treasurer’s Reports are read, printed and/or distributed shall be at the discretion of the membership.
• The Trustees or Audit Committee members shall sign each page in said permanent record book.
• The Treasurer shall collect all money due and give a receipt for all cash.
• The Treasurer shall submit all forms necessary to be in compliance with Federal and State regulations.

Sec. 813A—Auxiliary Treasurer
• The Auxiliary Treasurer shall hold all funds and securities belonging to the Auxiliary in a FDIC or equivalent Banking Institution in the name of the Auxiliary.
• An Auxiliary shall have a General Fund and a Relief Fund
• And any other funds needed, such as:
  ○ A National and Department Dues Fund
  ○ A Cancer Insurance Fund
  ○ A Kitchen Fund
  ○ A Bingo Fund
  ○ And so forth
• Money in the Funds shall be maintained in one (1) checking account.
  ○ However, if state law requires money in the Bingo, Gaming or similar Fund to be maintained in a separate checking account, then the Auxiliary may have two (2) checking accounts.
  ○ Auxiliary bonds purchased for the offices of the President and Treasurer do not cover gaming accounts.
• An Auxiliary shall have an investment account.
• Auxiliary members may vote to accept payment by credit and/or debit card.
• Bills may not be paid electronically,
  ○ With the exception of money transferred to National Headquarters
  ○ Or for the purpose of paying taxes
• The General Fund contains unrestricted monies, which may be expended for any purpose.
• The other Funds established contain restricted funds, which may only be expended for the purposes for which they were received.
• The Treasurer shall collect and process dues in accordance with the procedures established by the National Treasurer.
• The Treasurer’s report shall be presented in any manner determined by vote of the Auxiliary.
  ○ Shall include in detail, all receipts and disbursements of the last meeting
  ○ And pre-approved customary expenses and all receipts since the last meeting.
• No motion to accept this report is necessary.
• The Auxiliary Treasurer shall send the names and fees, if applicable, of the Delegates and Alternates to the Department Treasurer prior to the Department Convention.

Sec. 813B—County Council/District Treasurer
• The Treasurer shall hold the funds and securities
  • Expend the same only on proper action at a regular or special meeting thereof
  • Perform such other duties as are necessary to their office
  • The report of the Treasurer at each meeting shall include all receipts and disbursements of the last regular meeting in detail.
  • The report shall be given in any manner voted on.
  • No motion to accept this report is necessary.

Sec. 813C—Department Treasurer
Funds—Receipt and Custodian of
• The Department Treasurer shall
  • Receive and properly account for all money due and payable to the Department and National Headquarters, as the laws provide
  • Give a written receipt as prescribed by National Headquarters for all money other than checks received.
  • Be the official accountable Officer of the Department
  • In their care be placed securities, funds and the accountable property of the Department.
  • The Department is permitted to place funds in savings or investment accounts upon the approval of the Council of Administration.
Funds—Disbursement of
- The Department Treasurer shall expend Department funds only
  - As approved by the Council of Administration in the annual budget
  - Or as approved by the Council of Administration in the Department Standing Rules
  - Or upon presentation of a proper expenditure voucher with bills attached
    - Which shall be within the budget and have the approval of the Department President
      - To expedite processing of Department voucher, approval of voucher may be via e-mail or signature/initial of the President
      - Vouchers shall be numbered in sequence
      - Reasons for expenditures shall be itemized in detail
      - The recipient of payment shall be designated clearly.
- The Department Treasurer shall furnish the President with a monthly financial report of income and expenditures.
- The Treasurer’s mileage to and from the Department Convention and Council of Administration meetings shall be paid from the Department Treasury.

Reports and Remittance—Dues
- The Department Treasurer shall maintain all membership applications from Auxiliaries within the Department in the application file until the member has been deceased for a period of six (6) years or has reached 120 years of age.
  - This file may be kept electronically.
- Shall audit report forms and dues payments and observe that the necessary and correct data is shown thereon following procedures from the National Treasurer.
- Shall set up and maintain a dues reserve fund to which shall be credited not less than fifty percent (50%) of all current year’s dues received prior to July 1.
  - Shall not disburse nor shall an obligation be incurred against this fund until after July 1.
  - At which time all money shall be transferred to the Department General Fund for expenditure in accordance with the approved Department budget.
In every instance, the correct amount of National dues must be credited to the National dues account and any and all discrepancies in the total remittance must be carried in the Department’s General Fund.

- National dues and all of the money belonging to National Headquarters shall, as received by the Department Treasurer, be placed in a separate account in the General Fund and in no instance shall it be expended or used for any other purpose than its proper remittance to the National Treasurer.

- All money shall be remitted to National promptly. To disburse National funds, vouchers may be approved at a later date.

- The Department Treasurer shall prepare a consolidated report covering in detail all membership summaries and dues payments as received.

- Shall forward the same together with the proper remittance as instructed by the National Treasurer.

Security—Book Inspection

- The Department Treasurer shall be bonded with sufficient security in a sum to be approved by the Council of Administration.

- The cost of which shall be paid from the Department Treasury.

- Books shall be open to inspection

  - By the Council of Administration
  - By the Auditing Committee

- Or a Certified Public Accountant should one be employed by the Department.

Reports—Financial

- The Treasurer shall prepare a detailed financial report of all transactions since the last meeting

  - Which is to be printed and
  - Distributed to each Council Member at each Council of Administration meeting

    - No motion is required to accept this report.

- The Treasurer’s financial statement shall be published in the Department Convention report book

  - The report book shall be distributed to the Delegates at the Department Convention.
It shall also be the Department Treasurer's duty to:

- Maintain a file of the Audit Reports from each Auxiliary, County Council, and District within the Department for one (1) year
  - Any concerns regarding audits should be brought to the Department President’s attention.
- Forward a list of delinquent Auxiliaries, County Councils, and Districts or a notice stating all Audit Reports have been received from each to the Department Convention Credentials Chairman.
- A copy of the notice or list of the delinquent Auxiliaries must also be sent to National Headquarters within five (5) calendar days following Department Convention annually by the retiring Treasurer.
- Immediately following the close of the fiscal year, they shall submit a copy of the approved year-end audit report to the National Treasurer by October 1, unless permission is granted by the National President for an extension.

**Budget—Annual**

- The Department Treasurer shall prepare a tentative budget for the financial operations for the ensuing year.
  - Which shall set forth all estimated receipts and anticipated expenditures for the use of the Budget Committee in preparing the proposed budget
  - Restricted funds shall be budgeted separately in every instance and the budget shall be in balance.
- A copy of the proposed budget shall be submitted in writing to the Department Council of Administration for adoption at a stated Council of Administration meeting.
  - When adopted it shall control expenditures of the Department unless otherwise provided by the Council of Administration.
  - Once the Council of Administration approves the budget it cannot be changed.
- A copy of the approved budget must be forwarded to the National Treasurer by October 1
  - Unless permission is granted by the National President for an extension.
- The Department Treasurer shall prepare a budget report showing current balance of each account quarterly
  - Or prior to each Council of Administration meeting.
- They shall also prepare the final budget report covering the full fiscal year.
- A copy of these budget reports shall be given to each member of the Council of Administration and Budget Committee and presented by the Budget Chairman to the Council.

Sec. 813D—National Treasurer
- The National Treasurer shall have charge of the funds; and handle all supplies and property not otherwise provided for, of the Auxiliary.
- The National Treasurer shall pay all budgeted expenses and all bills incurred according to the approved voucher system set out by the Auditors.
- The National Treasurer shall account for amounts received for Life Membership in a special fund called the "Life Membership Fund" in accordance with Generally Accepted Accounting Principles (GAAP) and shall issue a suitable Life Membership Card.

Budget—Annual
- The National Treasurer
  - Shall prepare a tentative budget for the financial operations for the ensuing year.
    - The tentative budget shall set forth all anticipated income and estimated expenses.
    - Restricted funds shall be budgeted separately in every instance and the budget shall be in balance.
    - Said tentative budget shall be presented to the National Budget Committee Chairman and National Senior-Vice President no later than July for their use in preparing the proposed budget.
  - The Budget Committee shall submit the proposed budget to the National President for consideration no less than ten (10) calendar days prior to the meeting of the National Council of Administration at which the annual budget is adopted.
  - Final action must be taken on the adoption of the budget at the stated meeting of the National Council of Administration.
  - When adopted, the budget shall control expenditures for the ensuing year,
    - Unless otherwise provided by the National Council of Administration
Once the budget is approved by the Council of Administration it cannot be changed.
Immediately following the adoption of the annual budget by the Council of Administration, the National Treasurer shall submit a copy of the approved budget to the National President and the Commander-in-Chief.
Shall keep a correct account of all money due and receivable from all sources.
Shall receive and deposit all money.
Shall prepare a quarterly report for the National President, the National Council of Administration, and the Commander-in-Chief.
Annually, after August 31, payment shall be sent to each Department covering a commission allowed the Department of ten percent (10%) of the Auxiliary’s net profits for any supplies purchased from VFW Store.
Shall prepare for the National President, before each National Convention, a list showing the Auxiliaries in good standing and the number of Delegates to which each is entitled.
Shall see that all files are maintained in a current status.
The Treasurer’s office and records shall be maintained at National Headquarters of the Auxiliary and shall be left intact for their successor.
Shall receive as compensation for their services such sum as may be determined by the Council of Administration.
The Treasurer’s cost of transportation to and from the National Convention and Council of Administration meetings, together with hotel expenses, shall be paid from the National Treasury.

Sec. 814—Trustees, Duties of (All Levels)
All audits are to be completed by the elected Trustees
With a minimum of two (2) in attendance. At least one (1) must be an elected Trustee.
The President, Secretary, and Treasurer should attend the audit. They are not allowed to perform the audit.
- A signed copy of the accepted audit shall be forwarded to the Department Treasurer by the most Senior Trustee present at the audit.
- A pro tem can be appointed to audit the books under extenuating circumstances.

It shall be the duty of the Trustees:
- To properly audit the books and records of the Auxiliary Treasurer and Secretary.

  - No later than the end of the month following the expiration of each quarterly period

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Months Covered</th>
<th>Audit Completed by</th>
<th>Approved Audit sent to Department Treasurer no later than</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>January, February, March</td>
<td>April 30, Annually</td>
<td>May 31, Annually</td>
</tr>
<tr>
<td>Second</td>
<td>April, May, June</td>
<td>July 31, Annually</td>
<td>August 31, Annually</td>
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<td><strong>NOTE:</strong> Both outgoing and incoming Treasurers and Trustees should be present.</td>
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<tr>
<td>Third</td>
<td>July, August, September</td>
<td>October 31, Annually</td>
<td>November 30, Annually</td>
</tr>
<tr>
<td>Fourth</td>
<td>October, November, December</td>
<td>January 31, Annually</td>
<td>February 28, Annually</td>
</tr>
</tbody>
</table>

- Trustees or pro-tems shall sign the audit.
- All pages attached to the record books shall be signed by the Trustees at time of the audit.
- The Trustees shall submit and read the written report during an Auxiliary meeting.
- A motion to accept the audit is required.
- A copy of the accepted audit shall be included in the minutes record book.

**They shall quarterly record the date of audit made and certify by their signatures in all books that the books and records were found correct.**

**They shall verify all expenditures of the Auxiliary and certify by their signatures to the correctness of each bill before payment may be made of same by the Treasurer.**

**Add:** (See Booklet of Instruction)

**Change to:** signed/initialed
The y shall, in addition to the foregoing, audit the records and accounts of all committees, Officers and members, having to do with the receipt and expenditure of the Auxiliary funds and perform such other duties incident to their office as the Auxiliary may direct or the law require.

- The Senior Trustee whose term expires at the next election serves as Chairman and shall call the meetings for the audits.
- Audit reports must be incorporated in the minutes, but the Secretary may read only the balances.
- Any negligence on the part of the Trustees in carrying out the mandates of this section, or in attending audits, shall make them individually and collectively responsible, with any others, for any discrepancy.
- It shall be the duty of the Trustees to see that the President and Treasurer are bonded with an indemnity company authorized by National Headquarters or the Department. Securities in a sum at least double the amount of funds and value of property for which, so far as can be anticipated, the President and Treasurer may be accountable.
  - The amount shall be approved by the body and the bond premium paid from their funds.
  - The office of President shall hold the original bond of both offices.
  - A copy of both the President and Treasurer bonds shall be incorporated into the minutes each year.

- Should a Trustee resign, move away, etc. the Auxiliary will elect a member to fill the un-expired term of that particular Trustee.

Add: A motion shall be made, passed and included in the Secretary’s minutes.

Sec. 815 — Chief of Staff, Duties of

- The Chief of Staff shall, if so appointed
  - Have charge of the organization and extension of new Auxiliaries in their Department.
  - Shall perform the duties necessary to their office and assigned by the President.
  - Shall make reports to the Department President as may be required.

Sec. 815A — Department

- The Bonds do not cover gaming accounts, i.e. Bingo. (See the Treasurer’s Guide).
• Shall oversee new Auxiliaries to be assured that the authorized organizer works with them in instructing them in the workings of the organization.
• Shall also work closely with the Auxiliaries having less than ten (10) members paid by February 1 of the current year.
• The Department President may appoint at least one (1) Deputy Chief of Staff in each District.

Sec. 815B—National
• The Chief of Staff, under the direction of the President, shall, if so appointed, have full charge of all extension work pertaining to the organizing of Auxiliaries and assisting Auxiliaries needing help.

Sec. 816—Deputy Chief of Staff, Duties of
• Have charge, under supervision of the Department Chief of Staff, of the organization and extension of new Auxiliaries within an assigned area,
• Shall perform such other duties as the Chief of Staff or President may assign
• Make reports as the Chief of Staff of their Department may require from time to time.

Sec. 817—Chaplain, Duties of
• The Chaplain shall perform such duties in connection with their office as the Ritual may prescribe, or the President may require.

Sec. 818—Conductor/Conductress, Duties of
• The Conductor/Conductress shall assist the President and perform such duties as the Ritual may prescribe.
• Shall arrange the room and put away paraphernalia at the close of the meeting.

Sec. 819—Guard, Duties of
• The Guard shall take their place at the door of the room in which the meeting is held.
• Shall admit only those who are entitled to attend.
• Never leaves their position at the door while the meeting is in session, unless relieved by someone appointed by the Presiding Officer to fill their station.
Sec. 820—Patriotic Instructor, Duties of

- The Patriotic Instructor shall see that the room is in keeping with the Ritual.
- Shall instruct the members in the proper use of and salute to the Flag.
- Shall maintain a record of all patriotic days and initiate programs for their proper observance and perform such other duties as the President may require.

Sec. 821—Color Bearers, Flag and Banner Bearers and POW/MIA Flag Bearer, Duties of

- The Color Bearers, Flag and Banner Bearers and POW/MIA Flag Bearer shall have charge of the colors and banner and perform such other duties as the Ritual or President may require.

Sec. 822—Historian, Duties of

- The Historian shall collect all authentic material pertaining to the history of their Auxiliary, carefully compile the same, and submit a report at the end of the year.

Sec. 823—Musician—Soloist, Duties of

- The Musician shall preside at the piano.
- The Soloist shall sing and lead the audience in song.
- Both shall perform such duties as the President may direct.

Sec. 824—Assistant Secretary, Conductor/Conductress, Guard, Musician & Soloist, Duties of

- The Assistant Officers (if appointed) shall be ready at all times to assist in any way requested during the meeting and perform such other duties as the President may direct.

End of Article VIII.
ARTICLE IX MISCELLANEOUS PROVISIONS

Sec. 901—Ritual and Bylaws, Distribution of
- The Ritual and current edition of the Bylaws of the Auxiliary shall be made available for purchase by all members in good standing.

Sec. 902—Meeting Etiquette
- Cell Phones
  - All cell phones and electronic messaging devices shall be set to the “off,” “mute,” or “vibrate” position during the entire meeting.
  - All calls shall be answered outside the meeting room.
  - The only exception shall be during the National Convention, where walkie-talkies or similar devices are used by the National President and National Headquarters staff for meeting purposes only.
- Audio/Video Recording
  - Individual members cannot record (video/audio) any portion of any Auxiliary meeting without prior knowledge of the body.
- Smoking
  - To include but not limited to tobacco products, e-cigarettes, etc., is not allowed during an Auxiliary meeting.
- Alcoholic Beverages
  - No alcoholic beverages will be permitted during Auxiliary meetings.

Sec. 903—What May Be Published
- Any part of the proceedings of any Auxiliary may be published if ordered by vote of the Auxiliary unless otherwise provided in these Bylaws.
- Any part of the proceedings of a Convention of the Auxiliary may be published if ordered by the Convention or the National President.

Sec. 904—Relief Fund
- A Relief Fund shall be established by each Auxiliary.
  - Receipts and expenditures shall be in accordance with the Treasurer’s Guide.
Sec. 905—VFW National Home Funds, Soliciting for

- Before soliciting outside the organization for funds to benefit the VFW National Home for Children, Auxiliaries must have the consent and approval of the next higher authority.
  - The Auxiliary shall file an application setting forth in detail all contracts, literature, and advertising material pertaining to the proposed solicitation.
  - The approving body is hereby given authority to demand any and all information deemed necessary to determine the propriety of the undertaking and the percentage of net profits, which shall accrue to the VFW National Home for Children.
- If permission is granted, the approval shall be made a matter of record and a copy of the application, together with data filed, shall be forwarded to the Secretary of the National Home for their files.
- If an application is refused
  - The applying Auxiliary shall have the right of appeal to the Commander-in-Chief and the National Council of Administration after filing copies of the application and data, together with action thereon, with the Adjutant General.
- In no case shall any permission for solicitation in the name of the VFW National Home for Children be granted where it is found that less than fifty percent (50%) of the net proceeds accrue to the Home.

Sec. 906—Jurisdiction of Units

- Any group sponsored, conducted, or operated by any Auxiliary, County Council, District, or Department in which the name of the Auxiliary is used shall be under the direct jurisdiction and management of the sponsoring Unit.
- All money, assets, and property (except where said property is purchased personally by the members of the activity) is the property of the sponsoring Unit and shall be subject to the same rules as any other property and records.
Sec. 907—Official Visit
- All books, papers, accounts, records and proceedings pertaining to the Auxiliaries shall be subject to inspection at all times on order of the National or Department President.

Sec. 908—Floor Work
- Floor work shall be conducted in accordance with the Ritual of the Auxiliary.

Sec. 909—Children Attending Meetings
- Children are allowed to attend meetings if accompanied by an Auxiliary member.

Sec. 908—Donations—National
- No donations shall be solicited by National Headquarters of the Auxiliary except by prior action of the National Council of Administration or National Convention.
- Nothing in this Section shall be construed as prohibiting the Auxiliary from soliciting its membership in support of the activities duly authorized and organized by the Veterans of Foreign Wars.

Sec. 911—Control of Mailing Lists
- The names and addresses of the members of the Auxiliary shall be considered confidential and shall not be made available for commercial or political use.
- Nothing in this Section shall be construed as prohibiting the Auxiliary from soliciting its membership in support of the activities duly authorized and organized by the Veterans of Foreign Wars.

Sec. 912—Politics
- No Officer or member of the Auxiliary shall in any manner use this organization for political purposes.
- No discussion of partisan questions shall be permitted at any of its meetings.
- Nor shall any nomination for political office be made.
- Nothing in this Section shall be construed as prohibiting the Auxiliary from soliciting its membership in support of the activities duly authorized and organized by the Veterans of Foreign Wars.
Sec. 913—Titles of Address  
Sec. 913A—Title of Department Officers  
- In those Departments, which are located within states of the United States, the Officers and committee members of such Departments shall have their office or title designated as State rather than Department for Publicity and Public Relations purposes only.

Sec. 913B—Members  
- In the meetings of the various Auxiliaries of this organization members shall be addressed as “Brother” or “Sister,” except when holding office.  
- Officers shall be addressed by the titles of their office preceded by the word, “Mister” or “Madam.”

Sec. 914—Supplies and Equipment  
- Auxiliaries, County Council, District, Department, or individual Auxiliary members may order from the VFW Store using the procedures provided by the VFW.

Sec. 915—Solicitation of Funds  
- Auxiliaries, County Councils, Districts or Departments shall not solicit funds or donations except by prior vote.  
- No Auxiliary shall be permitted to solicit funds or donations by employing, in part or in whole, fund-raising organizations or individuals, without the prior approval of the Auxiliary Department Council of Administration.

Sec. 916—Rules of Order  
- Rules for governing Auxiliary shall be as prescribed in the Ritual.  
- Robert’s Rules of Order, Newly Revised shall govern on all points not covered in these Bylaws.

Sec. 917—Incorporation  
- No Department, District or Auxiliary chartered by the Auxiliary shall incorporate under the laws of the state in which it is located for any purposes whatsoever unless the respective Department/Post of the Veterans of Foreign Wars approves such incorporation.  
- The approval shall be given in the same manner as for initial formation of an Auxiliary.  
- The Articles of Incorporation of any such corporation include the provisions hereinafter specified:

Add: , i.e. GoFundMe, Facebook Fundraisers, DonorsChoose.org, etc.
FOR DEPARTMENTS:
(1) The active and voting membership of this corporation shall, at all times, consist of and be confined to the active membership in good standing of the Department of ________, Veterans of Foreign Wars of the United States Auxiliary.
(2) This incorporated organization shall be and at all times remain under the jurisdiction of the National Convention, National President and National Council of Administration of the Auxiliary, the Commander-in-Chief and of the Veterans of Foreign Wars of the United States, and the Veterans of Foreign Wars of the United States Department of ________, and subject to the Bylaws and Rules and Regulations of the Auxiliary and the Charter, Bylaws and Manual of Procedure of the Veterans of Foreign Wars of the United States.
(3) In the event of a dissolution of this corporation or the simultaneous dissolution of this corporation and loss or forfeiture of its Charter, title to all assets shall pass to the Department of ________, Auxiliary to be disposed of according to the Bylaws. At no time shall the assets of this corporation be distributed among the individual members thereof.
(4) The Articles shall, in addition, contain a provision specifically excluding from the powers of the corporation the power to own or hold real property.

FOR DISTRICTS AND/OR AUXILIARIES:
(1) The active and voting membership of this corporation shall, at all times, consist of and be confined to the active membership in good standing of Veterans of Foreign Wars of the United States Auxiliary to (actual name of the Post) Post (number of Post).
(2) This incorporated organization shall be and at all times remain under the jurisdiction of the National Convention, National President and National Council of Administration of the Auxiliary, the Commander-in-Chief and of the Veterans of Foreign Wars of the United States, and Post No. (number of Post), Veterans of Foreign Wars of the United States and subject to the Bylaws and Rules and Regulations of the Auxiliary and the Charter, Bylaws and Manual of Procedure of the Veterans of Foreign Wars of the United States.

In the event of a dissolution of this corporation, all assets shall be the property of Veterans of Foreign Wars of the United States Auxiliary to (actual name of the Post) Post (number of Post) or the simultaneous dissolution of this corporation and loss
or forfeiture of its Charter, title to all assets shall pass to the VFW Auxiliary Department of _______, to be disposed of according to Bylaws. At no time shall the assets of this corporation be distributed among the individual members thereof.

(4) The Articles shall, in addition, contain a provision specifically excluding from the powers of the corporation the power to own or hold real property.

- Should any state law prohibit the provisions herein specified, it shall be permissible to change the provision sufficiently to conform to state law so long as the change is not inconsistent with the purpose of preceding provisions. Failure to comply with those provisions will result in suspension or revocation of the Charter.
- Proposed Articles of Incorporation and amendments thereto shall be forwarded to the Department President for review through channels to the National Secretary for review by the National President for compliance with this Section.
  - Articles shall not be filed with the appropriate state officials until review has been completed.
  - No proposed Articles or amendments thereto shall be reviewed by the National President unless so recommended by the Department President.

Sec. 918—Construction
- These Bylaws shall be applied liberally to accomplish the objects of the organization.
- In the event any provision of these Bylaws is found to conflict with any Federal, State or local law, rule or regulation, that provision shall be null and void without affecting the remaining provisions.

Sec. 919—Fiscal Year
- The fiscal year of Auxiliaries, County Councils, Districts and Departments shall be July 1 through June 30 of each year.

End of Article IX.
ARTICLE X - ORGANIZATIONAL IMAGE

Sec. 1001—Official Look

• The official look for male or female members will include one of the following shirts to be worn with either black pants or black skirt and black shoes:
  • Marine blue shirt with short sleeves and the Auxiliary logo on the right chest, sold by the VFW Store; Item #7777.
    ○ The VFW and AUX collar pins shall be worn
      • VFW on the left collar (over the heart)
      • AUX on the right collar
      • Collar pins are sold by the VFW Store; Item #8107
  • Marine blue blouse with three-quarter (¾) length sleeves and the Auxiliary logo on the right chest, sold by the VFW Store; Item #7707.
    ○ The VFW and AUX collar pins shall be worn
      • VFW on the left collar (over the heart)
      • AUX on the right collar
      • Collar pins are sold by the VFW Store; Item #8107

• A cap of Ladies Modified or Overseas style for either female or male is acceptable and optional. It shall be Marine blue with Gold braid and include on the right side embroidered lettering in gold thread AUX and your Auxiliary/Post number (i.e.: AUX 1234) or VFW AUX and the VFW Auxiliary Cross of Malta emblem; and on the left side, your state name (unless there are space limitations, then state may be on right side). The option of additional standardized embroidered lettering, as approved by the VFW Auxiliary National Headquarters, is acceptable on the left side at an additional charge. A Life Member patch is approved for the right side, as optional and at an additional charge. Caps to be worn with or without the Official Look Marine blue shirt or blouse. Members will purchase their own caps from the VFW Store.
● National Convention Attire: The official look of the marine blue blouse or the marine blue shirt for members, black slacks or black skirt and black shoes are to be worn as the official National Convention organization image. This will be worn by all elected and appointed National Officers, National District Council Members and National Ambassadors during the National Convention business sessions.

Sec. 1002—Past Officers’ Pins
● All Past Presidents shall receive a Past President’s Pin provided they have served from installation to installation.
  • No one other than a Past President is permitted to wear a Past President’s Pin.
  • A Past President shall not be entitled to wear the pin unless they are a member in good standing.
● Past Officers may wear the pin designating the highest position they have attained in the Auxiliary.
  • The pin for all other Past Presidents shall be the gold pin with the addition of a jewel on top designating the office as follows:
    ○ Past National President: Diamond
    ○ Past Department President: Ruby
    ○ Past District President: Topaz
    ○ Past County Council President: Blue Sapphire
    ○ Past Auxiliary President: No jewel
  • If a member has served as a Past President of more than one (1) body, they may wear the jewels on one (1) pin providing the jewel of the highest office is placed at the top.
● A Secretary, Treasurer or Chaplain who has served three (3) consecutive terms, may by vote of their Auxiliary, be presented with a Past Officer’s Pin.
  • To be eligible to wear these pins, a member must have served in one (1) of these offices for three (3) consecutive years.
  • The insignia of rank placed upon the Past Officers pins shall be as follows:
    ○ Past President, Gavel
    ○ Past Secretary, Crossed Quills
    ○ Past Treasurer, Crossed Keys
    ○ Past Chaplain, Open Bible
Sec. 1003—Auxiliary Emblem

- The emblem of the Auxiliary belongs to the Veterans of Foreign Wars National Organization.
- Departments, Districts, County Councils, Auxiliaries, or individual members shall not manufacture or have manufactured or reproduced any article or emblematic jewelry, pins, or badges containing this emblem without prior written consent of the VFW Quartermaster General.
- The basic motif is the Maltese Cross, which takes us back to the days of the Crusades when it was bestowed as a decoration on Hospitalers and members of other knightly orders. The eagle in the center represents the government of the United States; the crossed guns, the United States Artillery; the crossed anchors, the United States Navy; the crossed rifles, the infantry; the crossed swords, the cavalry.
- The motto is “IN FORTITUDE AND LOYALTY.”
- The tag line is “UNWAVERING SUPPORT FOR UNCOMMON HEROES®.”

Sec. 1004—Seals

- Auxiliaries on all levels shall have a seal, which shall be used on all official documents. Please be aware that due to manufacturing limitations, abbreviations may be made.
- New Auxiliaries will be given a seal with the name of the Auxiliary, town and state, and date of institution of the Auxiliary thereon.

Sec. 1004A—Auxiliary

- For local Auxiliaries the legend shall read “VFW AUXILIARY TO POST NO. (insert Post number)” and the name of the city and state in which it is located and the date of institution of the Auxiliary.

Sec. 1004B—County Councils

- For County Councils the legend shall read “VFW AUXILIARY TO (name of County) COUNTY COUNCIL, DEPARTMENT OF (insert name of Department).”

Sec. 1004C—Districts

- For Districts the legend shall read “VFW AUXILIARY TO DISTRICT (number of District), DEPARTMENT OF (insert name of Department).”
Sec. 1004D—Departments

- The seal shall be identical with that of the National Convention except the legend for Department Seals shall read “VFW AUXILIARY DEPARTMENT OF (insert name of Department)” and the date of the institution of the Department.

Sec. 1004E—National

- The Great Seal of the VFW Auxiliary shall be the same design as the official insignia and encircled with the legend “VETERANS OF FOREIGN WARS OF THE UNITED STATES AUXILIARY-NATIONAL CONVENTION.”

Sec. 1005—Official Name

- While the official name of this organization is “Veterans of Foreign Wars of the United States Auxiliary™,” the same may be abbreviated to read “VFW Auxiliary™.”

Sec. 1006—Color of Units

- The Colors of the Auxiliary shall show the authorized emblem of the Auxiliary on fields, which shall be colored as follows:
  - National Convention, Purple
  - Department, Maroon
  - Districts, Maroon over White
  - County Councils, White
  - Auxiliaries, National Blue
    - Department Colors shall bear the name of the Department and the date of institution.
    - Department District Colors shall bear the name of the Department and the numerical designation of the District.
    - County Council Colors shall bear the name of the County and the date of institution.
    - Auxiliary Colors shall bear the name, number, location of the Auxiliary and the date of institution.
  - The American Flag shall be displayed whenever any Banner of the Auxiliary shall be likewise displayed.

End of Article X.
ARTICLE XI—DISCIPLINE

Sec. 1101—Discipline of Members
- Except as otherwise provided in these Bylaws and the Booklet of Instructions for Discipline & Disciplinary Actions, no member shall be subject to the penalties prescribed in Section 1107, unless such member shall have been advised in writing of the charges against them and afforded the opportunity to request that such charges be heard and determined at a Disciplinary Hearing as hereinafter provided.
- No disciplinary action may be initiated with respect to conduct that has been the subject of previously initiated disciplinary action.

Sec. 1102—Offenses
- Members who have committed offenses recognized by the Auxiliary may be subject to disciplinary action and may be assessed the penalties provided in this Article.
- Offenses recognized by the Auxiliary are:
  1. Disloyalty to the United States of America.
  2. Failure to fulfill the obligations taken at time of application and admission or the obligations taken upon installation of any office.
  3. False representation or deliberate concealment concerning eligibility to membership, office, or acquiescing in or permitting ineligible persons to become members or officers.
  4. Disobedience or disregard of the provisions of the Bylaws (at all levels), Booklet of Instruction, Ritual, General Orders or any other laws and usages of the Veterans of Foreign Wars of the United States Auxiliary or any order of the National President.
  5. Conviction of, or entering a guilty or no contest plea to a felony, or to a misdemeanor or ordinance violation involving illegal moral acts, in any court in the United States.
  6. Conduct requiring documented law enforcement intervention (police report) or attempts to maintain order (Section 810) have failed.
  7. Preparing or signing any false record, return, regulation, order or other official document of or concerning the Auxiliary, knowing it to be false, or making any other false official statement with the intent to deceive.

Change to: Conduct prejudicial to good order and discipline or conduct unbecoming a member in their relations to the Veterans of Foreign Wars of the United States Auxiliary or other members, to include but not limited to Verbal or Physical Abuse and Sexual Harassment.

Add new #7: Divulging any of the private business of the Veterans of Foreign Wars of the United States or Veterans of Foreign Wars Auxiliary with the intent or effect of embarrassing the Veterans of Foreign Wars and/or Auxiliary or members thereof.

7 becomes 8
8. Selling or otherwise disposing of money or property without proper authority or, willfully or negligently damaging, destroying or losing any such money or property belonging to the Auxiliary, or any Auxiliary, County Council, District, or Department.

9. Aiding, abetting, counseling, concealing, commanding, conspiring, soliciting, procuring or causing to be done any act which, if done, would be punishable under this Article.

10. Knowingly making or causing to be made a false entry in or falsifying any form or false information concerning one’s military record.

11. Knowingly providing false information or statements in connection with the initiation of charges against another member.

Sec. 1103—Disciplinary Actions

- Disciplinary actions shall be initiated only when there are reasonable grounds to believe that an offense has been committed by the person charged and a signed incident report or appropriate documentation is submitted by the accuser to the appropriate President (i.e., Auxiliary, Department, National President).

- Prior to the initiation of disciplinary action, the Auxiliary or Department or its respective President or the National President shall appoint an individual or committee to investigate alleged offenses brought to its attention by a member and report to the body the results of such investigation.

Who May Initiate

- The Auxiliary may, acting by two-thirds (2/3) vote at a regular or special meeting, instruct the Auxiliary President to initiate such action with respect to a member of the Auxiliary.

- A Department President may initiate respect to any member within the Department.

- The Department Convention or Department Council of Administration may, by two-thirds (2/3) vote, instruct the Department President to initiate such a proceeding.

- Charges and Specifications will be prepared, are sworn under oath by the accuser, other than the President initiating the action.

- Those written Charges and Specifications have been properly delivered to the member charged.

Add: of the members present

Add: of the members present
• The National President may initiate such action with respect to any member of the Auxiliary to the Veterans of Foreign Wars of the United States.

• The National Council of Administration may, by two-thirds (2/3) vote, instruct the National President to institute such a proceeding. In the event the National President is the accused, the National Council of Administration shall designate a member to initiate such disciplinary action.

• If the respective President fails or refuses to initiate a disciplinary action after being instructed to do so, another member may be instructed to initiate the action.

• If the President is the accused, action must be initiated by higher authority.

How to Initiate

• Disciplinary Actions must be initiated by the preparation and delivery of written Charges and Specifications to the accused member.

Charges and Specifications—How prepared and Delivered

- Complete incident report form DA1 (found under resources or can request form from National Headquarters) must be completed and signed by the accuser. Accuser can also present other appropriate documentation i.e. Police Report.
- President will appoint a committee to investigate the alleged offenses and report back to the body.
- After the committee report the Auxiliary may bring this to the Auxiliary floor in a regular or special meeting by motion made and passed by 2/3 vote of the Auxiliary members present.
- This must be recorded in the Auxiliary minutes.
- President or Secretary request forms DA2-DA4 from National Headquarters. That request has to be accompanied by the incident report and a copy of the minutes from the meeting when the vote was taken.

initiating the charges, may take such action as is deemed appropriate including the ordering of any penalties prescribed in Section 1107 of these Bylaws.
If initiated at the Auxiliary, the Auxiliary President or the designated member initiating the charges, must have concurrence by two-thirds (2/3) vote of the Auxiliary to order any penalties prescribed in Section 1107 of these Bylaws.

If initiated by the Department President, they may order any penalties prescribed in Section 1107 of these Bylaws.

The Department Council of Administration or the Department Convention causing the Charges to be initiated shall, by two-thirds (2/3) vote, order any penalties prescribed in Section 1107 of these Bylaws.

If initiated by the National President, they may order any penalties prescribed in Section 1107 of these Bylaws.

If the National Council of Administration initiated the charges, they can by two-thirds (2/3) vote, order any penalties prescribed in Section 1107 of these Bylaws.

Any action taken must be in writing and delivered by registered or certified mail, return receipt requested to the last known address of the accused member. Such action shall include notification of appellate rights. A copy thereof must also be forwarded to the next higher authority.

Sec. 1104—Appeal

Any member against whom disciplinary action is taken under this Article shall have the right to appeal such action (with the exception of cases settled through mediation).

Such appeal shall be made in the manner prescribed in the Booklet of Instruction for Discipline & Disciplinary Actions.

If the member fails to properly appeal the action in the manner specified in the manual, the appeal will not be considered.

With respect to appeals from the imposition of penalties where no hearing was properly requested, the member shall be entitled to appeal only the severity of the penalty and shall not be entitled to contest the commission of the offense.
Appeals to the Department President

- Appeals from disciplinary actions initiated by the Auxiliary shall be to the Department President.
- The decision of the Department President shall be final unless an appeal is filed within thirty (30) calendar days to the National President.
- The decision of the National President shall be final unless an appeal is filed within thirty (30) calendar days to the National Council of Administration.
- The decision of the National Council of Administration shall be final unless an appeal is filed within thirty (30) calendar days to the National Convention.

Appeals to the National President

- Appeals from disciplinary actions initiated by a Department President shall be to the National President.
- The decision of the National President shall be final unless an appeal is filed within thirty (30) calendar days to the National Council of Administration.
- The decision of the National Council of Administration shall be final unless an appeal is filed within thirty (30) calendar days to the National Convention.

Appeals to the National Council of Administration

- Appeals from disciplinary actions initiated by the National President shall be to the National Council of Administration.
- The decision of the National Council of Administration shall be final unless an appeal is filed within thirty (30) calendar days to the National Convention.
- Except as provided in Section 1105, no penalty in a disciplinary action shall be carried into effect if an appeal has been taken and such appeal has not been finally adjudicated.
- The penalty shall be carried into effect at such time as a decision is final and by execution of a Special Order by the National President or the National Council of Administration.
- Nothing herein shall be construed as preventing the National President from enforcing the provisions of these Bylaws, Booklet of Instructions for Discipline & Disciplinary Actions, Ritual or laws or usages and/or the duties of her office, regardless of any pending appeal.
Computation of Time

- Whenever these Bylaws or Booklet of Instruction for Discipline & Disciplinary Actions requires action, with respect to appeals, within a specific number of days it refers to calendar days.
  - The time shall be calculated beginning with the day upon which the decision at the previous level was delivered to the last known address of the member.
- Any required action by the member must be made in writing and mailed by registered or certified mail, return receipt requested, and postmarked no later than the date due.
- The National President may grant an extension provided the request is received prior to the expiration of the time frame originally prescribed and that the request is for good and sufficient cause.

Sec. 1105—Suspension from Office

- At any time after charges are initiated against a member holding office, the National President or Department President having jurisdiction, may suspend the accused member from office pending a final decision on the disciplinary action.
  - Provided that with respect to salaried officers, said suspension shall be with pay.
- During the suspension of an Auxiliary, County Council, District or Department President, the office shall be temporarily filled by the Senior Vice President.
- Suspensions affected under this section shall not be subject to appeal.

Sec. 1106—Prima Facie Case

- If the accused member has been convicted of a violation subjecting them to discipline under Section 1102, certified copies of the judicial record of conviction or plea shall be conclusive evidence of a violation of said section and a President or Disciplinary Hearing Panel may consider the matter as if the accused was willfully absent.
Sec. 1107—Penalties

- Penalties for offenses recognized by the Veterans of Foreign Wars of the United States Auxiliary shall be:
  1. Reprimand.
  2. Suspension or removal from office.
  3. Suspension of certain rights or privileges of membership for a specified period of time.
  4. Suspension from membership for a specified period of time.
  5. Termination of membership.
  6. By other administrative action deemed appropriate.

Sec. 1108—Administrative Actions

- A member who has been suspended from any Auxiliary by sentence of disciplinary action properly carried into execution, shall be placed as Department Member At Large.
- Upon completion of the suspension of membership a transfer is permitted in accordance with the provisions of Section 113 of the National Bylaws.
- In the event that a member transfers their membership and reasonable grounds exist to initiate disciplinary action, the Department President or the National President may transfer the member back to the jurisdiction where the disciplinary action will be initiated.
- Any member, or former member, sentenced will be allowed one (1) opportunity to petition directly to the National President to have their conviction pardoned or their sentence commuted provided at least five (5) years of the pertinent sentence have been served.

End of Article XI.
ARTICLE XII—AMENDMENTS

Sec. 1201—Amendments—Bylaws
- These Bylaws may only be amended or altered at the National Convention by a two-thirds (2/3) vote of the duly accredited Officers and Delegates registered as of the close of the credentials registration on the day before the vote is taken.
- These Bylaws shall automatically be amended by any action taken by any National Convention of the Veterans of Foreign Wars of the United States, governing changes in their Bylaws affecting the Bylaws of the Auxiliary.
- All amendments adopted at any National Convention according to the provisions of this section shall take effect thirty (30) days following the close of the said Convention, unless found to be in conflict with VFW National Bylaws.

Sec. 1202—Amendments—Ritual
- The Ritual of the Veterans of Foreign Wars of the United States Auxiliary may be amended or altered by the National Convention only every five (5) years
  - Starting with the year 1950
  - Provided, however, that such amendments have been forwarded through channels
  - Have been properly approved
  - Have been proposed by an Auxiliary, a County Council, a District, a Department
  - Have been recommended by a National Officer or the ritual revision committee.

End of Article XII.

Add major bullet: National Headquarters will change the Ritual to be in compliance with the Bylaws.
Based upon the revision to Sec. 1103—Disciplinary Actions and the removal of the Mediation step within said section, Mediation has been removed and Disciplinary Action Forms have been renumbered within the Booklet of Instructions for Discipline & Disciplinary Actions.
DISCIPLINE

Discipline of Members

It is the purpose of this Article to provide a procedure whereby a member may be appropriately disciplined while assuring that such member is given reasonable notice of the charges against him/her and afforded an opportunity to request that such charges be heard and determined at a Disciplinary Hearing. Except as otherwise specifically provided in sections of the Bylaws and this Booklet of Instructions, no member may have his/her membership terminated or suspended nor may any member be relieved of any office unless such discipline is imposed as provided in Article XI.

This Article does not apply to action taken by an Auxiliary, County Council, District or Department to bar or suspend members from participating in activities or use of clubrooms sponsored or conducted by such Post, County Council, District or Department; such actions are subject to separate regulation by the pertinent Post, County Council, District or Department.

The following forms, as they may be revised from time to time, will be used in conjunction with this section:

- Incident Report (DA-1)
- Special Order Initiating Disciplinary Action (DA-2);
- Charges and Specifications (DA-3);
- Request for Hearing (DA-4)
- Order Appointing a Disciplinary Hearing Panel and Special Order (DA-5);
- Findings and Sentence (DA-6);
- Form of Record of Disciplinary Action (DA-7);

Forms are available from National Headquarters.

Offenses

The recognized offenses shall be as provided in Section 1102 of the Auxiliary Bylaws.

Add: Are there reasonable grounds to believe that an offense has been committed by person charged?
Procedure for Disciplinary Actions:

(a) **Who May Initiate.** (See Section 1103 Bylaws.)
(b) **How To Initiate.** Charges and Specifications shall be signed by the Initiating Officer and attested to by the Secretary and shall include a copy of the Incident Report (DA-1).
(c) **Charges and Specifications.** Initiation of a Disciplinary Action requires delivery of written Charges and Specifications.
(d) **How To Prepare.** The designated member initiating a disciplinary action should issue a Special Order (Form DA-2) which will have attached to it the Charges and Specifications (Form DA-3).
(e) **How To Deliver.** Charges and Specifications shall be delivered personally, or by registered or certified mail, return receipt requested to the accused member’s last known address. Documentation of delivery shall be retained by the Auxiliary Secretary.
(f) **How Hearings Are to Be Requested.** A request (Form DA-4) must be made in writing and mailed by registered or certified mail, return receipt requested, postmarked no later than fifteen (15) days from the receipt of the Charges and Specifications and must be addressed to the President initiating the action or, in the event that the charges are not initiated by the President, to the person initiating the charges.

**Add Heading: Part 1 - Initiating and Executing (DA-1)**

**Add: (See Sample of Charges and Specifications which follows the form DA3.)**

**Add Heading: Part 2 - Hearings (DA-5)**

**Change to: The special order (DA2), charges and specifications (DA3) and request for a disciplinary hearing (DA4) will be sent to the accused. This may be...**

**Add Header: Qualifications of Panel Members**

**Add two bullets:**
- Keep in mind. If the accused does not request an appeal, they need to be notified of any action taken and their right of appeal of the penalty. This must be sent by certified mail, return receipt requested.
- A copy must be made and forwarded to the next higher authority.

(Department, National)

**Add Heading: Part 3 - How to Handle a Hearing (DA-6 and DA-7)**

**Add: (See Part 3 - How to Handle a Hearing)**
If the President initiating the disciplinary action or appointing the panel expects to be a witness with respect to factual matters, the President should request that the order appointing the panel be issued by higher authority. That request will be in writing.

Only members of the Veterans of Foreign Wars of the United States Auxiliary in good standing may sit on a Disciplinary Hearing Panel. No blood relative of the accused or any accuser or witness for the prosecution shall be appointed to the panel.

The same panel may be appointed to hear more than one (1) case. Related cases may be heard at the same time, provided that the Recording Officer maintains a complete and separate record for each accused. In the event that appointees are unable to serve or the time or place of a hearing must be changed, a supplemental order may be issued.

a. President. Is the presiding officer over the panel and not subject to challenge. They shall be acquainted with the hearing procedures, maintain order and give the necessary directions for the conduct of the proceedings.

The President shall rule upon all questions concerning the admissibility of evidence, the competency of witnesses, continuances, adjournments, recesses, motions, challenges and orders, or statement of counsel and on any other matter deemed appropriate for the official and efficient conduct of the hearing. The president of the panel shall take notes or cause notes to be taken that summarize the substance of the testimony of the witnesses and exhibits, the arguments of counsel, the objections and rulings on matters brought to the attention of the panel and other matters of significance occurring in the course of the proceedings.

b. Prosecutor. They shall not be a member of the panel. The prosecutor should not be a witness with respect to disputed factual matters. They may, however, provide evidence concerning procedural matters. They shall provide to the Defense Counsel a list of all witnesses and evidence to be presented not less than fifteen (15) days prior to the hearing. They shall present the evidence supporting the Charges and Specifications.

Add: (Specified in Form DA-5).

Add: (Specified in Form DA-5).

Add: , even if the member has pled guilty.
c. **Defense Counsel.** The accused shall select his/her own professional or lay counsel. The accused may employ or select a private lawyer at his/her own expense. Defense Counsel shall not be a member of the panel nor an accuser. Defense Counsel should not be a witness with respect to disputed factual matters or she or he may, however, provide evidence concerning procedural matters. They shall provide to the Prosecutor a list of all witnesses and evidence to be presented not less than fifteen (15) days prior to the hearing.

2. **Continuance.** The President may, for reasonable cause, postpone and/or reschedule the hearing. A party desiring that the President postpone or reschedule the hearing shall make such request in writing, stating the reasons for such request. All parties and panel members shall be advised in writing of the rescheduled date.

3. **Recording Officer.** The Recording Officer shall record all the proceedings and the recordings shall be retained and included as record. The recording officer should take reasonable steps to assure that all testimony is recorded and that all speakers and exhibits are adequately identified in the record. Any notes taken by the President shall be retained with the record of the proceedings. A complete record should include copies of:

   a. Incident Report (Form DA-1)
   b. Special Order advising of the initiation of a disciplinary action. (Form DA-2)
   c. Charges and Specifications. (Form DA-3)
   d. The written statement that the Charges and Specifications have been personally served, mailed, or e-mailed to the accused in accordance with the Procedure for Disciplinary Action.
   e. The request for Disciplinary Hearing made by the accused. (Form DA-4)
   f. The order appointing the Panel. (Form DA-5)
   g. The tape recording or videotape of the proceedings.
   h. The President’s notes of the proceedings.
   i. Any exhibits admitted into evidence.
   j. The findings and sentence. (Form DA-6)
   k. The form of record of disciplinary action. (Form DA-7)

The record shall be provided to the accused for purposes of appeal and delivered to and maintained by the Auxiliary, Department and National Secretary.
(i) **Procedure at Hearing.** In the event that a Disciplinary Hearing is requested, the procedure for conducting such hearing shall be as follows:

1. **Selection of the Panel – Challenges.** The entire panel shall initially be seated.

   Each side may challenge any member or members, but those members may be removed only for good cause. Good cause includes, but is not limited to, prejudice for or against a party, financial or other interest in the outcome or inability to afford an impartial hearing. The challenging party shall state the reasons upon which that party believes good cause exists. When a member of the panel is challenged for cause, the President of the panel will decide on the question. No further panel member may be excused for cause when the effect is to reduce the number of panel members below three (3).

   Members of the panel shall swear or affirm that they will judge the case fairly and impartially. The panel should protect every witness from insulting or improper questions, harsh or insulting treatment and unnecessary inquiries into private affairs. It should also forbid any inquiries into irrelevant matters intended to merely annoy witnesses or other pertinent parties.

2. **Plea to the Charges.** After the panel is confirmed, the Charges and Specifications shall be read to the accused by the President unless the accused advises the panel that they have read the charges and they need not be read. The accused shall be required to plead guilty or not guilty to each charge and specification separately. The plea will be recorded on the Form of Record of Disciplinary Action (DA-7).

3. **Objections.** If there have been procedural errors in initiating the disciplinary action, preparing and delivering the Charges and Specifications, appointing the panel, holding mediation session, scheduling the time and place of the hearing or any other matter occurring prior to the hearing, Defense Counsel or the accused must make their objections known to the panel before the opening statements are given and evidence heard. Similarly, objections must be made to errors in procedure or in the admission of evidence occurring during the course of the hearing at the time of the error. Unless objections are timely made, the alleged error will not be considered in the event of an appeal.
4. **Opening Statement.** The Prosecutor, followed by the Defense Counsel, shall be permitted to make opening statements which outline for the panel what each believes the issues to be and what each expects to show by the evidence to be introduced.

5. **Order of Presentation.** The prosecutor introduces evidence first. When the prosecution rests, the defense may introduce its evidence. The prosecutor may then present evidence to rebut such evidence as may have been presented by the defense and the defense shall be given an opportunity to rebut any rebuttal evidence presented by the prosecution. Counsel for both sides shall have the opportunity to cross-examine each witness after direct testimony is given.

6. **Rules Concerning Evidence.** Evidence may be testimonial or documentary. Testimonial evidence is evidence given in the form of testimony by witnesses. All testimony shall be taken under oath or affirmation by all parties testifying.

7. **Documentary Evidence.** Includes items other than documents, and is presented in the form of exhibits which show or demonstrate factual matters. An adequate showing of authenticity (i.e., that the document is an original or a true and correct copy of the original) must be made with respect to documentary evidence. A Disciplinary Hearing Panel may base its decision on either direct or circumstantial evidence. Direct evidence consists of testimony or documents which, if believed, would directly prove or disprove facts.

Circumstantial evidence consists of testimony or documents which, if true, would prove or disprove facts or circumstances from which, either alone or in connection with other facts, the existence or nonexistence of a fact in issue could be inferred.

Hearsay evidence consists of testimony based upon the out-of-court statements of persons or documents, i.e., what some other person told the witness or upon something seen by the witness in a document that is not presented. The reason that hearsay testimony is given less credence is that there may be no opportunity to cross-examine the person who actually heard or saw the incident or wrote the document. While hearsay evidence can be considered by the Disciplinary Hearing Panel because of a belief that a sufficiently trustworthy basis exists for considering the evidence, it should be considered with an appreciation that the evidence is less credible. Hearsay evidence may be fully considered without that limitation if the witness is testifying concerning something the accused has said or the evidence consists of reinforcing documents or letters prepared or signed by the accused.
Books of account or business records are generally admissible. Evidence must be relevant and material. Evidence is not relevant or material when it does not tend to prove or disprove an issue in the case or the President rules that it’s not material to the issue at hand.

The panel will exclude improper evidence to which an objection is sufficiently made. It may, on its own initiative, exclude other improper evidence. Excluded evidence should not be considered by the Hearing Panel. The President should note any evidence which was offered but excluded, giving the reason therefore, and any instances where objection was made but the evidence was admitted over such objection, noting the objection.

The panel should protect every witness from insulting or improper questions, harsh or insulting treatment and unnecessary inquiries into private affairs. It should also forbid any inquiries into irrelevant matters intended to merely annoy witnesses or other pertinent parties.

8. Closing Arguments. After both sides have rested, the prosecution commences its closing arguments. The defense follows and the prosecution closes with rebuttal argument.

9. Deliberations of the Panel. The panel sits in closed session during the deliberation on the findings and sentence. This should include full and free discussion of the evidence at hand. The panel must consider each charge and specification separately and make a determination whether the accused is guilty or not guilty on each charge and specification.

In deciding the case, the sentence should be commensurate with the offense committed. In any event, each case shall be decided on its own merits and the panel shall give due regard to all of the circumstances.

a. Reasonable doubt. In order to convict the accused of an offense, the panel must be reasonably satisfied that the accused is guilty of the offense.

b. Two-thirds Majority Required. There must be a two-thirds (2/3) majority vote in order to convict on any charge and specification. If, in computing the number of votes required, a fraction results, such fraction will be counted as one (1); thus, where five (5) members are to vote, the requirement that two-thirds (2/3) concur is not met if less than four (4) concur. The sentence must likewise be determined by a two-thirds (2/3) majority vote.
10. Findings and Sentence (DA-6). The findings and sentence shall be announced by the President in open hearing after deliberations are complete. In the event the accused or his/her counsel was not present at the hearing but the accused has been found either guilty or not guilty, a copy of the Findings and Sentence (Form DA-6) shall be mailed to the last known address within seven (7) days after the hearing.


In addition to the notes to be maintained by the President of the panel, the president shall also prepare a Form of Record of Disciplinary Actions (Form DA-7).

Appeal

Any member on which Disciplinary Action is taken under this Article shall have the right to appeal such action.

1. Failure of the member to comply with the following rules, including the requirement that each appeal at least state the facts of the case based on the evidence introduced at the hearing, the reasons why the case was erroneously decided, and the relief requested, are grounds for denying the appeal.

(a) Appeals From Auxiliary Actions. Appeals to the Department President shall be made within thirty (30) days of the imposition of penalties by a Disciplinary Hearing Panel or, in the case where no hearing was held, the imposition of penalties by the Initiating Officer or Auxiliary. All appeals shall be made in writing and be mailed by registered or certified mail, return receipt requested, to the Department President at the Department Headquarters. The written appeal shall:

1. State the facts of the case based on the evidence introduced at the hearing (if a hearing has been held).
2. Make a clear and concise statement of the reason or reasons upon which the member claims the case was erroneously decided.
3. State the relief requested by the member.

Upon receipt of a proper written appeal, the Department President shall request that the Department Secretary maintaining the Trial Record forward the same to him/her within thirty (30) days. The Department President will also provide a copy of the written appeal to the prosecutor, who shall have thirty (30) days from the receipt of the copy to make a written response directly to the Department President. The prosecutor will also mail a copy of his/her written response to the accused. The accused or his/her counsel shall then have fifteen (15) days from the date of such response to make a further written submission to the Department.
President. Once accomplished, the Department President shall decide the appeal and inform the accused and the Auxiliary President in writing as to his/her determination. The decision of the Department President is final unless within thirty (30) days an appeal is made to the National President. Such an appeal must be made in writing and mailed by registered or certified mail, return receipt requested, to the National President at National Headquarters in Kansas City. The appeal must include the three (3) criteria listed above.

Upon receipt of a properly written appeal, the National President shall request that the Department President forward to him/her the Trial Record, together with any papers submitted by the parties on appeal. The National President will, within thirty (30) days, decide the matter and inform the member, the pertinent Auxiliary President and the Department President of that decision. The decision of the National President is final unless an appeal is made to the National Council of Administration within thirty (30) days of the National President’s decision. Such appeal shall be in writing and shall be mailed by registered or certified mail, return receipt requested, to the Chairman of the Committee on Appeals of the National Council of Administration at National Headquarters in Kansas City. The appeal must include the three (3) criteria listed above.

Upon receipt of a properly written appeal, the Chairman of the Committee on Appeals shall request the National President forward the Trial Record and any papers submitted by the parties on appeal. The Chairman shall advise the committee members of a time and place that the matter will be considered and decided. The member shall have the right to appear, at his/her own expense, personally or by counsel, at such time and place as the matter is considered. Upon a recommendation by the Committee on Appeals, The National Council of Administration shall decide the appeal and subsequently inform all concerned of its decision in writing.

(b) Appeals From Department President Actions. Appeals from disciplinary actions initiated by the Department President shall be to the National President. Such an appeal must be made within thirty (30) days of the imposition of sentence by the Disciplinary Hearing Panel or, where no Disciplinary Hearing is requested, the imposition of penalty. All appeals will be made in writing and shall be mailed by registered or certified mail, return receipt requested, to the National President at National Headquarters in Kansas City. The appeal must include the three (3) criteria listed in section above.
Upon receipt of a properly written appeal, the National President shall request that the Secretary maintaining the Trial Record forward the same to him/her within thirty (30) days. The National President will provide a copy of the written appeal to the prosecutor, who shall have thirty (30) days from the receipt of the copy to make a written response directly to the National President. (A copy will be mailed to the accused and his/her counsel.) They shall have fifteen (15) days to submit a reply. Thereafter, the National President shall decide the appeal and inform the accused and the Department President. The decision of the National President is final unless an appeal is made to the National Council of Administration within thirty (30) days. Such appeal shall be made in the manner specified in the foregoing subsection (a) for appeals to the National Council of Administration for cases initially appealed to the Department President.

(c) Appeals From National President Actions. Appeals from disciplinary actions initiated by the National President shall be to the National Council of Administration.

Such an appeal must be made within thirty (30) days of the imposition of sentence by the Disciplinary Hearing Panel or, where no hearing is requested, the imposition of sentence by the Initiating Officer. All appeals shall be in writing and mailed by registered or certified mail, return receipt requested, to the Chairman of the Committee on Appeals of the National Council of Administration at National Headquarters in Kansas City. The appeal must include the three (3) criteria listed in section above.

Upon receipt of a properly written appeal, the Chairman of the Committee on Appeals of the National Council of Administration shall request that the Secretary maintaining the Trial Record forward the same to the National Secretary within fifteen (15) days.

The Council will provide a copy of the written appeal to the prosecutor who may, within fifteen (15) days, submit a written response directed to the National Council of Administration. If a response is submitted, it shall be mailed to the accused and Defense Counsel, who may file a response thereto within ten (10) days.

The National Council of Administration shall advise the member of a time and place that the matter will be considered and decided. The National Council of Administration shall determine the manner in which the matter will be considered. The member shall have the right to appear, at his/her own expense, personally or by counsel, at such time and place where the matter is considered.
Upon recommendation by the Committee on Appeals, the National Council of Administration will decide the appeal and subsequently will inform the accused in writing of its decision. That decision is final unless an appeal is filed within thirty (30) days to the National Convention.

(d) Timeliness of Appeals to the National Council of Administration: Normally, appeals received greater than thirty (30) days before the next scheduled regular meeting will be heard at that meeting. Appeals not within this timeframe may, at the discretion of the National President, be referred to the council for deliberation at a future scheduled meeting.

Suspension from Office
To effect a suspension under Section 1105 of the Bylaws, the National President, or the Department President having jurisdiction, will inform the member in writing and notify the respective Auxiliary, County Council, or Department President of such action.

The National President or Department President is not required, however, to suspend the accused member in every instance. They may use their discretion in determining whether or not such suspension is necessary or appropriate.

Prima Facie Case
The term “prima facie” is a legal term used to describe something that is legally sufficient to establish a fact or a case unless disproved. If an accused member has been convicted by a court of law of a felony, misdemeanor or even an ordinance violation, and will not be available for, a disciplinary action, the disciplinary action may still be initiated and conducted in the same manner as any other. Under this section of a Prima Facie case, it would not be necessary for the prosecutor to prove again what the civil authorities have already established in the criminal trial. To establish guilt at this disciplinary hearing, all the prosecutor needs to do is present a certified copy of the court record of conviction. The burden then shifts to the accused or his/her counsel to show that the record of conviction is not a true and correct record.

Penalties
(See Section 1107 Penalties, National Bylaws.)

Administrative Actions
(See Section 1108 Administrative Actions, National Bylaws.)
INCIDENT REPORT

DATE ___________________________________________
CREATED BY ____________________________________________

Use this page to document the incident(s) leading up to the consideration of disciplinary action. Use a separate sheet for each person witnessing/involved in the incident(s). Use additional pages if necessary.

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Signature ________________________________________________________________

DA-1
SPECIAL ORDER INITIATING DISCIPLINARY ACTION

Special Order No. ________________________________

Date ________________________________

Headquarters, VFW Auxiliary No. (or Department) ________________________________

To: _________________________________________

_________________________________________

_________________________________________

A disciplinary action has been initiated against you pursuant to Article XI of the Bylaws and Booklet of Instructions of the Veterans of Foreign Wars of the United States Auxiliary. Attached to this order is a copy of the Charges and Specifications (Form DA-3) and Request for Hearing (Form DA-4).

You must notify __________________________________________________________ in writing, within thirty (30) days of the date that this order and the attached Charges and Specifications were delivered to you. If you do not, disciplinary penalties may be imposed without these proceedings. Penalties may include termination or suspension of membership and relief from office.

By order of _________________________________________

President, Auxiliary to VFW Post No. ________________________________

(or Department)

Official ____________________________ Secretary

DA-2
CHARGES AND SPECIFICATIONS

Charge (1): _________________________________________________

Specification (1): __________________________________________

Specification (2): __________________________________________

Charge (2): _________________________________________________

Specification (1): __________________________________________

Specification (2): __________________________________________

On my oath or affirmation as a member of the Veterans of Foreign Wars of the United States Auxiliary, I declare that I have a reasonable belief that the above described act or acts have been committed.

Initiating Officer

Accuser(s)

Date

(If additional Charges and Specifications are required, continue on a separate page and attach to this form.)

DA-3
Example -- Charges and Specifications
Charge (1) Violation of Article XI, subsection 8 of Section 1102 of the National Bylaws, Veterans of Foreign Wars of the United States Auxiliary -- Selling or otherwise disposing of money or property without proper authority or willfully or negligently damaging, destroying, or losing any such money or property belonging to the Auxiliary, or any other Auxiliary, County Council, District, or Department.

Specification (1) Specification (1): In that Brother/Sister ______________, then Treasurer of ____________, VFW Auxiliary No. ______, did at (city), on or about the _____ day of (month, year), convert to his/her own use and benefit the proceeds of a check drawn on the account of ____________ and payable to Auxiliary ____________, in the sum of ____________, which check was intended to be a dues payment which Brother/Sister endorsed and collected for himself/herself without proper authority, Thereby disposing of money or property belonging to the Auxiliary.

Specification (2): In that Brother/Sister ______________, then Treasurer of ____________, VFW Auxiliary No. ______, did at (city), on or about the _____ day of (month, year), convert to his/her own use and benefit the funds of said Auxiliary in the account of ____________ in that Brother/Sister improperly drew a check payable to himself/herself on that account ____________, thereby disposing of the property of the Auxiliary without proper authority.

Charge (2):
(Charges and Specifications may continue as needed with Charges being numbered consecutively and the Specifications numbered consecutively under each Charge. When the Charges and Specifications are completed, the sentence below follows with a place for accuser(s) and the Initiating Officer to sign and date as shown in Sample DA-3.)
On my oath or affirmation as a member of the Veterans of Foreign Wars of the United States Auxiliary, I declare that I have reasonable belief that the above-described act or acts have been committed.

________________________________________________________
Initiating Officer

________________________________________________________

________________________________________________________
Accuser(s)

Date ____________________________
REQUEST FOR HEARING

I have received Special Order No.__________ dated _______________ with attached charges and specifications, indicating that a disciplinary action has been initiated.

________________________________________________________________________
(Accused)

________________________________________________________________________
Date
ORDER APPOINTING A DISCIPLINARY HEARING PANEL AND SPECIAL ORDER

No. ____________________
Headquarters, Auxiliary to Veterans of Wars Post No. ________________________________

Department of ________________________________

Place ________________________________

Date ________________________________

Upon orders of ________________________________, President of ________________________________, Veterans of Foreign Wars Auxiliary, a

Disciplinary Hearing Panel is appointed to meet at ________________________________ on ________________________________, 20____, or as soon after this date as practicable for the purpose of

trying such person or persons as may be properly brought before it, including: ________________________________

DETAIL FOR THE PANEL

Brother/Sister ________________________________ of Aux No. ________________________________
Brother/Sister ________________________________ of Aux No. ________________________________
Brother/Sister ________________________________ of Aux No. ________________________________
Brother/Sister ________________________________ of Aux No. ________________________________
Brother/Sister ________________________________ of Aux No. ________________________________
Brother/Sister ________________________________ of Aux No. ________________________________
Brother/Sister ________________________________ of Aux No. ________________________________
Brother/Sister ________________________________ of Aux No. ________________________________
Brother/Sister ________________________________ of Aux No. ________________________________
Brother/Sister ________________________________ of Aux No. ________________________________

Brother/Sister ________________________________ of Aux No. ________________________________, President of Panel
Brother/Sister ________________________________ of Aux No. ________________________________, Prosecutor
Brother/Sister ________________________________ of Aux No. ________________________________, Defense Counsel

By order of ________________________________

President of ________________________________

Official Secretary ________________________________

DA-5
FINDINGS AND SENTENCE

The panel was closed (or adjourned for the purpose of taking a ballot) and reported back as follows:

On all Charges and Specifications: ______________________________________________________

On Charge 1, Specification 1:

On Charge _____, Specification _____: _________________________________________________

On Charge _____, Specification _____: _________________________________________________

On Charge _____, Specification _____: _________________________________________________

On Charge _____, Specification _____: _________________________________________________

On Charge _____, Specification _____: _________________________________________________

On Charge _____, Specification _____: _________________________________________________

(attach additional sheets, if necessary)

The panel imposed the following sentence: _________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

_____________________________________ ____________________________________
Prosecutor President of the Panel

Date

Note: A copy of this form will be handed to or mailed to the accused at the last known address within seven (7) days after the hearing.
FORM OF RECORD OF DISCIPLINARY ACTION

Proceedings of a Disciplinary Hearing Panel convened at _____________________________________
on____________________, 20_______, pursuant to an order issued by___________________________________

PRESENT

Brother/Sister ___________________________________ of Aux No.___________, President of Panel
Brother/Sister ___________________________________ of Aux No.___________, Prosecutor
Brother/Sister ___________________________________ of Aux No.___________, Defense Counsel
Brother/Sister ___________________________________ of Aux No.___________, Member
Brother/Sister ___________________________________ of Aux No.___________, Member
Brother/Sister ___________________________________ of Aux No.___________, Member
Brother/Sister ___________________________________ of Aux No.___________, Member

ABSENT

Brother/Sister ___________________________________ of Aux No.___________, Reason: __________
Brother/Sister ___________________________________ of Aux No.___________, Reason: __________
Brother/Sister ___________________________________ of Aux No.___________, Reason: __________
Brother/Sister ___________________________________ of Aux No.___________, Reason: __________

The accused received notice of the charges and specifications in accordance with Section 1103 of the National Bylaws and requested a hearing: Yes ______ No_______

Challenges for cause were made on panel member(s) ________________________________

Such challenges were sustained as to panel member(s) ________________________________

The members of the panel were sworn. Yes ______ No_______

DA-7  Page 1
The Charges and Specifications were read to the accused, or the accused stated that he/she had read the charges, and he/she responded as follows:

PLEAS

To all Charges and Specifications: ______________________________________________________

Or

To Charge _____, Specification ______: __________________________________________________

To Charge _____, Specification ______: __________________________________________________

To Charge _____, Specification ______: __________________________________________________

The following witnesses testified:

________________________________________________________________________

________________________________________________________________________

The following documents were used in evidence:

________________________________________________________________________

________________________________________________________________________

The defense was given full opportunity to examine each witness. Yes ______ No ______

The rights of the accused as a witness were explained to him/her. Yes ______ No ______

An argument was made by the Defense Counsel on behalf of the accused. Yes _____ No _____

The accused did (not) take the witness stand in his/her own defense.

The accused was (not) present at the trial.

__________________________________________

President

__________________________________________

Date this report was prepared
BOOKLET OF

INSTRUCTIONS

Veterans of Foreign Wars of the United States

AUXILIARY

July 22, 2015
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## National District Council Term Schedule

### COUNCIL MEMBERSHIP

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| 15 | 14 |
Upon the recommendation of the Veterans of Foreign Wars, Resolution No. 5, as approved at the 2006 National Convention, is deemed an internal policy procedure and not necessary for inclusion in the National Bylaws. Therefore, “any changes to the procedure of handling dues or communications will be directed by the National Secretary/Treasurer through the Treasurer’s Guide, Secretary’s Tips, or special communications sent by National.”

**Change and Rulings**

No Officer or member, whether on the Auxiliary, County Council, District, Department or National level, shall be permitted to change or otherwise instruct or send out rulings that would be contrary to any rules or regulations found in these Bylaws and Booklet of Instructions.

**Applications**

It is the duty of the Investigating Committee to see that the applications are filled out completely before they are presented to the body for consideration. The following fields are to be completed on each application:

- Recruited by
- Auxiliary Name and Number
- Kind of Membership (annual, life, etc.)
- State
- Name (spelled correctly)
- Date of Birth
- Address
- Gender
- City, State, Zip
- Phone
- E-mail
- Post Affiliated or Non Affiliated
- Relationship
- Veteran (name)
- Post Number (if applicable)
- Name of campaign ribbons or medals
- Foreign Service dates
- Location
- Applicant’s signature and date
- Signatures of the investigating committee (at least 2)
- Signature line following the Obligation
Dues—Remission of

In case of sickness and/or financial hardship the Auxiliary may vote to remit the dues of a member. In such cases the Auxiliary shall pay the Department and National dues and any insurance premium for such member, and the member shall be issued a paid-up dues card for the current calendar year.

Charter Replacements

If for any reason an Auxiliary has to secure a new Charter, the National Treasurer will set the cost.

Delegates

1. The person receiving the highest number of votes serves as first Delegate, and our organization does not have a Chairman of Delegates. Delegate No. 1 is usually responsible for the report to his/her Auxiliary.

2. In election of Delegates and Alternates refer to Article III. This means that you have as many choices as there are Delegates and Alternates to be elected, and not that you can vote for only one (1) of the nominees. For example: If your Auxiliary is entitled to seven (7) Delegates and seven (7) Alternates and if you abide by the above-mentioned section, there may be any number of members nominated, from fourteen (14) up. In your written ballot you have seven (7) choices out of the entire number nominated. The seven (7) receiving the highest number of votes are declared Delegates and the next seven (7) highest are declared the Alternates.

We do not vote by preference or first, second and third choices.

AUXILIARY TRADITIONS

1. No member is allowed to enter the Auxiliary room during the opening, closing or initiation ceremonies unless required to do so by work of the Ritual, or by order of the President.

2. There shall be no movement or noise when the Chaplain is opening or closing the Bible. This means from the time he/she rises until he/she returns to his/her seat and sits back down.

3. No one may move while the flags are on the floor.

4. When a member desires to enter the Auxiliary room while the Auxiliary is in session, he/she will knock and as soon as possible will be admitted, upon presenting his/her paid-up dues card for the current calendar year to the Guard. He/she will proceed directly to a seat.
5. In meetings of the various bodies of this organization, members shall be addressed only as “Brother” or “Sister,” except when holding office, when they shall be addressed by the title of the office, which they hold, said title to be preceded by the word “Mister” or “Madam.” The chair should always be addressed as “Mister/Madam President,” other Officers with the word “Mister/Madam” preceding same.

6. All remarks must be addressed to the President and not by one member to another. A member wishing to address the President, will rise and say “Mister/Madam President,” but shall not speak further until he/she has been recognized by the President.

7. The voting sign shall be by “Ayes” and “Noes.”

8. It is suggested that the Patriotic Instructor instruct new members how to stand at attention, parade rest, etc. The Patriotic Instructor should also try to read some portion of the Bylaws at every meeting.

9. No alcoholic beverages will be permitted during Auxiliary meetings.

10. There shall be no smoking in the Auxiliary room while the meeting is in progress.

11. There is no rule or objection to applause while the Flag is in the room, or when Color Bearers enter with the Flags.

12. Gifts are never presented at the Altar, with the exception of the retiring President’s pin, which may be presented to him/her at the Altar following the Installation of new Officers.

**Draping of Charter**

See Ritual

Charter should remain draped for a period of thirty (30) days following draping of same. No ceremony is required to remove the drape. At the meeting when the drape is to be removed, the Conductor/Conductress should remove same prior to opening of the meeting.

**Memorial Service**

See Ritual

The Memorial Altar cloth should be at least one (1) yard square of white material with a six-inch (6-inch) purple border. No braid or tassels should be on this cloth.
Escort Of Commander-In-Chief Or National President

See Floor Plan 14

When Commander-in-Chief or National President is to be escorted, he or she is given the Aisle of Honor. Color Bearers and Conductor/Conductress retire in usual manner to escort Commander-in-Chief or National President into the room. Upon entering the room, Color Bearers, Conductor/Conductress, Commander-in-Chief or National President proceed directly to Altar. Conductor/Conductress introduces Commander-in-Chief or National President at Altar. Upon instructions from the President, the Conductor/Conductress escorts the Commander-in-Chief or National President to the Aisle of Honor, as follows:

Color Bearers 3 and 4 immediately lead to directly in front of President’s station—Color Bearers 1 and 2 following, then Conductor/Conductress with Officer. Upon arriving in front of President’s station, Color Bearers 3 and 1 face right—4 and 2 face left, forming Aisle of Honor. Conductor/Conductress stops at entrance of Aisle. Commander-in-Chief or National President passes through Aisle of Honor; he or she uses SALUTE while passing through, then proceeds to right of President. Conductor/Conductress immediately leads back to rear of Altar, followed by Color Bearers.

The President should then introduce the Commander-in-Chief or National President to the assembly. The President says, "Officer, take your stations."
Attention
Attention in the Auxiliary means standing with hands at side, head up with eyes looking straight ahead.

Heart Salute/Military Salute (veterans)
1. During Auxiliary meetings the Heart Salute or Military Salute (veterans) shall be used at all times where salute is used.
2. Members of the Auxiliary shall stand and salute the Flag by placing the palm of the right hand flat over the heart when the Flag passes by in parade or Military Salute may be used by veterans.
3. Military Salute—With the passage of the February 2008 Defense Authorization Act, specifically S. 1877 which amended Title 4, U.S. Code, veterans may now salute the U.S. Flag during the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in review. September 2008, Congress passed and the President signed the 2009 Defense Authorization Act which included Sec. 595 and added the playing of the National Anthem to the occasions for a military hand salute by veterans. Later legislation is planned to add the Pledge of Allegiance. The Veterans of Foreign Wars and VFW Auxiliary encourage all veterans to render a hand salute under these circumstances regardless of their headgear or lack of headgear.
4. When the Flag IS displayed, and the National Anthem IS played and/or sung, all present shall rise, face the Flag and salute—Heart Salute or Military Salute (veterans).
5. When the Flag IS NOT displayed and the National Anthem is played and/or sung, all present shall rise, face the music and salute—Heart Salute or Military Salute (veterans).
6. When Taps is played, all present shall rise, face the Flag and salute—Heart Salute or Military Salute (veterans).

Parade Rest
The left foot is moved slightly to the side while bringing the arms to the small of the back. Place the left thumb in the palm of the right hand. The head is bowed slightly during the prayer.
Colors and Insignia

1. All banners for Auxiliaries, Districts, County Councils and Departments, bearing the Auxiliary emblem, shall be purchased from VFW Supply Department.

2. Auxiliaries are permitted to purchase regulation American Flags from any dealer, but it is recommended that Auxiliaries also purchase the American Flags from VFW Supply Department in order that they shall be comparable with the banner purchased from VFW Supply Department.

Installation of Officers

1. At an open installation, the giving of the charges by the Installing Officer is optional. If the Post Installing Officer at a joint or open installation requests the Auxiliary Installing Officer to omit the Officers’ charges, he/she should comply with his/her request, with the exception of the charge to the President. No Officer shall be installed by proxy.

2. At a public installation, the presentation and retiring of Colors and escorting of Officers as prescribed in the Ritual is permitted.

3. The Installing Officer, when giving the Officers’ Obligation, should also raise his/her right hand during the obligation.

Election of Officers

According to established precedent, the following is the procedure in the election of Auxiliary Officers:

1. President announces that the next business in order will be the election of Officers and that while such election of Officers is in progress, no member may enter or leave the room during the election of any one Officer except for valid reasons; in which case, he/she shall not be permitted to re-enter the room until that one officer is elected. Also, after members have voted and the vote is declared closed, a member who has not voted is not permitted to vote.

2. A committee of one (1) Judge and two (2) Tellers is appointed by the President before nominations are opened and the result of the election shall be announced by the Judge.

3. Nominations for Officers in National, Department, District, County Council, and local Auxiliary may always be made from the floor, or the President’s station. Nominations do not have to be seconded.
4. A Presiding Officer shall announce before opening the nominations: “If there are no objections, the Chair will close the nominations after calling for further nominations three (3) times, following the last nomination for that office.” At a National, Department or District Convention in case of a two (2) day meeting where nominations are held open, nominations could be asked for twice on the first day and only once on the second day.

5. The written ballots may be deposited by each member in a ballot box provided therefore on the Teller’s table, or may be collected by the Conductor/Conductress by passing the ballot box to each member. After all ballots have been collected, the ballot box shall be placed by the Conductor/Conductress upon the Teller’s table. After all members have cast their ballot, the President shall declare the ballot closed and then the Judge and Tellers shall proceed to count the ballots.

6. The Judge announces the report of Tellers and the President declares the results of the election.

7. All members in good standing are entitled to vote. No member can be compelled to vote.

8. The Judge should announce the number of members in room entitled to vote, the number of votes cast, and the number of members not voting.

9. On a roll call vote, the Chairman of the Credentials Committee calls the roll of registered Delegates, giving delegate strength. He/she announces the close of the roll call.

**Election Procedure, Two (2) or More Candidates**

*Judge:* As a courtesy to our candidates, please refrain from applause when the results are announced. You may applaud remarks made by all candidates after they address the delegation.

In the case of ballots cast for two (2) or more candidates, the following is the accepted procedure:

*Judge:* We find ______ votes for candidate “A”, _____ votes for candidate “B”, .......... votes for candidate “C”, etc.

(During the voting procedure where there are only two candidates for whom ballots are being cast, if one (1) of the candidates withdraws before the roll call vote is completed, the Judge will announce that the remaining candidate is the winning candidate and has been elected by a majority vote.)

By your majority vote, you have elected candidate ______.
President: Brother/Sister ……………., do you accept this election?

Officer-elect: I do, and (words of gratitude and pledge of service.)

President: I herewith declare Brother/Sister _______ duly elected as _______ for the ensuing year.

One (1) rap.

**Election by Acclamation, One (1) Candidate**

In the case of only one (1) candidate having been nominated for an office, the following is the accepted procedure:

President: Hearing no further nominations, I hereby declare _____ (name) elected by acclamation as _____ (title), for the ensuing year.

President: Brother/Sister _____, do you accept this office?

Officer-elect: I do. (Words of gratitude and pledge of service may be given here by the Officer-elect, but should be very short.)

President: I herewith declare Brother/Sister _______ duly elected as _______ for the ensuing year.

One (1) rap.

**Secretary Minutes**

A. The minutes should contain in the first paragraph:
   1. Name and number of the Auxiliary.
   2. Date and place of meeting.
   3. Time called to order.
   4. Name of Presiding Officer.
   5. Whether regular or special meeting. (If a special meeting, the purpose for which it was called.)
   6. Number of members present.
   7. Names of visitors, if there are any present.

B. When the roll is called, the Conductor/Conductress responds “present” or “absent.” Check your list of Officers, and in the minutes record those absent, as well as the names of those members appointed pro tem. If an Officer is absent, the President appoints a member to fill his/her station before the meeting starts.
C. Then the Secretary should write “Opening ceremonies were held, after which the minutes of the last regular meeting were read and approved as read,” or “corrected and approved with the corrections ordered.”

D. Auxiliary Order of Business

The order of business would be recorded in the minutes as follows:

1. Opening Ceremonies.
2. Introduction of National and/or Department Officers.
3. Reading and Referring of Applications for Membership. The only part of the card necessary to be read is as follows: “Jane Doe, 123 Elm Street, eligible through service member John Doe. Recommended by Mary Doe.”
4. Report of Investigating Committee. The Secretary shall be responsible for seeing that all information is given and the Investigating Committee shall be held responsible for the accuracy of the information and the eligibility of the candidate.
5. Voting on Candidates. The result of the vote and the names of those initiated should be recorded.
6. Initiation. (optional)
7. Presentation of Minutes of Previous Meeting.
8. Reading of Official and Other Communications. 
   • After you have read the minutes and they have been approved, write the word “Approved” and the date under your signature. If there are corrections note them in the minute book along the margin adjacent to the paragraph corrected.
   • All communications are grouped under one heading but National letters are read first, Department General Orders and letters second, followed by District communications, County Council, Post or other Auxiliary communications, and finally thank-you notes, cards and communications from outside organizations.
   • All General Orders from the Department President are official and must be read at the first meeting following receipt before being filed for reference. All other communications from National or Department Officers are also official and should be read at once.
If the communications require action, such action taken is recorded in the minutes.

It might be written thus: “General Orders No. 5 from the Department President were read. There were also letters from National _____ (title), Brother/Sister _____ notifying us that _____” (herein should be given the information contained in the letter). And from Department _____ (title), Brother/Sister ______, asking that we _____ (herein should be given a summary of the information contained in the letters).

   A copy of the Treasurer’s report shall be incorporated in the minutes.

10. Presentation of Bills.
    Read the actual bills separately and give the total. The minutes should read something like this: “Bills for $25.00 were read as follows: ______” (List the bills). No action is taken on the bills at this time. They are simply handed to the Trustees for approval.

11. Introduction of Guests, who are not escorted.
    • At this point in the meeting, any guest(s) may be admitted.

    The Veterans and Family Support Chairman should be called upon first, citing all inquiries of veterans or families of veterans in distress. All members would report any distress or cases of illness unknown to the Veterans and Family Support Chairman.
    Each committee chairman is called on for his/her report. Note should be made in the minutes of who made the report, and what action is taken. With the exception of the Trustees’ report on the audit of the books and on the bills, reports are accepted without motion, unless there is objection from the floor. The Trustees’ report on the audit must be accepted by a motion passed by the Auxiliary and the Audit Report shall be incorporated in the minutes.

    All business held over from a previous meeting now has the floor. Action by motion on items brought up under this heading should be recorded in the minutes.
(When there has been a death of a member since the last meeting, the first order of new business is the draping of the Charter.)
Elections are also included under new business as well as other business that may be brought up. If election is held, nomination(s) for each office and the results of the election shall be recorded. Any other action taken under new business should be recorded according to the motions passed on the floor.

The Senior Trustee makes the report if he/she is present. With reference to the bills presented earlier in the meeting, he/she will probably say, “The Trustees have examined the bills and recommend that they be paid.” A member moves the report be accepted and the bills paid. Another member seconds the motion. The Trustee reporting can also move that the report be accepted and the bills paid.

16. Suggestions for the Good of the Order.
New members and guests should be invited to speak at this time.

17. Closing Ceremonies.
The Secretary should finish minutes by writing something like this: “Closing ceremonies were conducted in accordance with the Ritual, after which the meeting was adjourned. The next meeting will be______ (date).”

E. Body of Minutes.
1. The minutes of each meeting should be signed by the Secretary when recorded and after “approved”, the “date of approval” should be written under the signature.
2. The minutes of each meeting will thus contain a record of all business transacted; all main motions, whether carried or lost; all other motions that were carried, by whom motions were made and seconded.
3. The Secretary should always bring to the meeting all necessary record and minute books and papers which the President is likely to need and any necessary equipment for his/her own duties.
4. If the Secretary is unable to be present at a meeting, the Auxiliary President shall appoint a Secretary pro tem who shall record the minutes of the meeting at which he/she acted.
The Secretary pro tem also records same in the Secretary’s book, duly signed by him/her as Secretary pro tem. These minutes will be read at the following meeting for approval by the Auxiliary.

F. It is permissible for a Secretary to tape the minutes of the meeting to supplement his/her notes.
   1. The tapes may not be distributed to those who did not attend the meeting and may not be used for any other purpose than to ensure the accuracy of the minutes.
   2. The recording equipment should be in full view of the members and should not be used if any member objects. Individual members may not be allowed to tape the meetings for their own personal use.
   3. Members may review the minutes as recorded by the Secretary in his/her official Record Book.

G. Correspondence.
   1. All correspondence written for the Auxiliary should bear the Auxiliary name, number and location in the heading. Each letter should bear the date it is written.
   2. If the letter is written in accordance with action taken at an Auxiliary meeting, then reference should be made to the date of the meeting. Thus: “In accordance with action taken at a regular (or special) meeting of ______ VFW Auxiliary to Post No. ______ on ______ (date), I am writing ______,” and so forth.
   3. Each letter should bear the full name and address of the Auxiliary Secretary, or whoever writes the letter.
   4. Official correspondence shall be signed by the Secretary. For clarity, the name and title should be typed and then signed in ink, thus:

__________________________  
(Signature)  
Mary Doe, Secretary  
VFW Auxiliary #_______  
1313 E. 13th St.  
Podunk Center, MO 64112

5. One subject to a letter! If you are writing to your Department Secretary asking a question and notifying him/her of a change of address, send two different letters. Both letters may be placed in the same envelope.
H. It is the practice of National Headquarters that a Department President have the first opportunity to assist Auxiliaries and members of his/her Department. Therefore, any correspondence received from an individual, Auxiliary, County Council, or District will be referred to the Department President so that he/she has the first opportunity to assist or fulfill a request.

Matters of Concern

Using Proper Channels
1. Those concerns, problems, etc. of an Auxiliary MAY be addressed to the District President who will take the concerns directly to the Department President for his/her consideration.
2. The Department President then decides who should be assigned to handle the concerns of that particular Auxiliary.
3. If the concern warrants it, the Department President may address it to the National President for his/her consideration.

RECORD RETENTION GUIDE

The following guidelines have been developed in response to requests from Auxiliaries and Departments as to how long to retain certain files and records. This list includes some records to be retained by all businesses including Auxiliaries, and some records that relate only to our organization.

For federal tax purposes, the general statute of limitations is three years after the return due date, including extensions; however, there are situations in which the statute of limitations will be extended to six years or even indefinitely. In addition to federal laws, each state also has its own laws regarding recordkeeping requirements. If you have limited storage space, you might consider scanning some documents to a CD and storing the originals off-site.

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<th>Record Name</th>
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<tr>
<td>Accounts payable ledger</td>
<td>6 years</td>
</tr>
<tr>
<td>Accounts receivable ledger</td>
<td>6 years</td>
</tr>
<tr>
<td>Audit reports</td>
<td>6 years</td>
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<tr>
<td>Bank deposit slips</td>
<td>6 years</td>
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<tr>
<td>Bank statements and reconciliations</td>
<td>6 years</td>
</tr>
<tr>
<td>Bonds (i.e. Treasurer’s Bond Receipt)</td>
<td>3 years after expiration of policy</td>
</tr>
<tr>
<td>Record Type</td>
<td>Retention Period</td>
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<tr>
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<tr>
<td>Budgets</td>
<td>6 years</td>
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<tr>
<td>Bylaws</td>
<td>6 years</td>
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<tr>
<td>Cancelled checks</td>
<td>6 years</td>
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<tr>
<td>Cash receipt records</td>
<td>6 years</td>
</tr>
<tr>
<td>Charter</td>
<td>Permanent</td>
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<tr>
<td>Contracts</td>
<td>6 years after the termination or completion of contract</td>
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<tr>
<td>Correspondence, general</td>
<td>1 year</td>
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<tr>
<td>Depreciation schedules</td>
<td>The later of 6 years of the asset being fully depreciated or disposal of the asset</td>
</tr>
<tr>
<td>Detailed fixed asset records</td>
<td>The later of 6 years of the asset being fully depreciated or disposal of the asset</td>
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<tr>
<td>Disbanded Auxiliary Records</td>
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<td>Disciplinary Action file</td>
<td>1 year from completion</td>
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<tr>
<td>Election of Officer reports</td>
<td>6 years</td>
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<tr>
<td>Employee records</td>
<td>6 years after the employment relationship has ended or 30 years if lawsuit or injury</td>
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<tr>
<td>Expense vouchers</td>
<td>6 years</td>
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<td>Financial reports</td>
<td>6 years</td>
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<tr>
<td>Garnishments</td>
<td>6 years</td>
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<tr>
<td>General Ledger</td>
<td>7 years</td>
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<tr>
<td>Incorporation papers</td>
<td>Permanent</td>
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<tr>
<td>Inspection reports</td>
<td>1 year</td>
</tr>
<tr>
<td>Insurance records, general</td>
<td>3 years after expiration of policy</td>
</tr>
<tr>
<td>Inventory records</td>
<td>The later of 6 years after inventory has been used or written off</td>
</tr>
<tr>
<td>Lease records</td>
<td>6 years after termination of lease</td>
</tr>
<tr>
<td>Membership Applications, Annual and Life</td>
<td>*Until the member has been deceased for 6 years or has reached 120 years of age</td>
</tr>
<tr>
<td>Membership Dues Record Cards</td>
<td>*6 years</td>
</tr>
<tr>
<td>Membership Listings</td>
<td>*6 years</td>
</tr>
<tr>
<td>Minutes of Auxiliary Meetings</td>
<td>*6 years</td>
</tr>
<tr>
<td>Payroll register</td>
<td>**6 years</td>
</tr>
<tr>
<td>Petty cash records</td>
<td>6 years</td>
</tr>
<tr>
<td>Record Type</td>
<td>Retention Period</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Program chairman annual reports</td>
<td>1 year</td>
</tr>
<tr>
<td>Standing Rules</td>
<td>6 years</td>
</tr>
<tr>
<td>Tax records</td>
<td>7 years</td>
</tr>
<tr>
<td>Treasurer reports, monthly</td>
<td>***6 years</td>
</tr>
</tbody>
</table>

*Membership applications should be retained as a permanent record to aid in establishing length of membership, original eligibility, and other items of historical value. Membership listings may be destroyed after six (6) years ONLY if ALL membership applications are permanently retained.

**In some instances, it may be advisable to retain the minutes of Auxiliary meetings permanently when those minutes contain policy decisions. Normally, however, those policy decisions would have been incorporated into the Auxiliary Standing Rules, and the minutes would only be of minor historical significance.

***Monthly Treasurer reports usually prove to be “dead files” once the quarterly and annual audit reports are completed. However, it is recommended that they be retained for a period of six (6) years, should a detailed reconstruction of the Auxiliary’s financial situation be required by an auditor or the IRS.

Obviously, the foregoing list is not all-encompassing, nor is it intended to be. A good rule of thumb in determining what files and records to keep is that if the file or record has no financial or historical significance, then it is probably time to dispose of it.
Auxiliary Treasurer, Duties of

1. Under receipts, the Treasurer will report the amount of dues received from each member since the previous meeting. Any discrepancies will be checked immediately. Following the meeting, the Treasurer will enter the dues in the Treasurer’s bound ledger, cashbook or in a computerized system.

2. At each Auxiliary meeting, the Treasurer shall make a report following the Reading of the Minutes, which shall contain:
   a. Balance on hand at last report.
   b. Amount received from all sources since last report.
   c. Amount expended since last report.
   d. Balance on hand.

   Treasurer’s report must show all receipts and disbursements in detail, including name of person or firm to whom check is issued and stating for what purpose.

Department Treasurer, Duties of

The Department Treasurer will maintain a file of audits received from each Auxiliary, County Council, and District. The Department Treasurer shall review all audits of Auxiliaries, County Councils, and Districts for accuracy and correctness. If an error is found, the Treasurer shall return the audit to the Auxiliary, County Council, or District to be completed correctly. When the audit is corrected, it shall again be forwarded to the Department Treasurer.

The Department Treasurer shall also review the audit for any other discrepancies which might occur. If the Department Treasurer finds continuous mistakes, inconsistencies, or a serious error, he/she shall notify the Department President, who will determine what action, if any, is needed at that time.
Following is a suggested report form to be made in duplicate:

Treasurer’s Report
Date of Meeting: Sept. 15, 20XX

**GENERAL FUND:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Purpose</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Doe</td>
<td>Admission Fee and Dues</td>
<td>$20.00</td>
</tr>
<tr>
<td>Sally Brown</td>
<td>Dues</td>
<td>15.00</td>
</tr>
<tr>
<td>Mary Smith</td>
<td>9/8 Card Party Receipts</td>
<td>150.00</td>
</tr>
<tr>
<td>Jean Hall</td>
<td>Sale of Aprons</td>
<td>100.00</td>
</tr>
</tbody>
</table>

*Total Receipts since last report* $285.00

<table>
<thead>
<tr>
<th>Name</th>
<th>Purpose</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harry Jones</td>
<td>Orchestra for dance</td>
<td>$200.00</td>
</tr>
<tr>
<td>Dept. Treas.</td>
<td>Nat’l and Dept. Dues</td>
<td>20.00</td>
</tr>
<tr>
<td>H. A. Mills</td>
<td>Hall Rent</td>
<td>150.00</td>
</tr>
<tr>
<td>Jones Rental</td>
<td>Chairs &amp; tables for card party</td>
<td>100.00</td>
</tr>
</tbody>
</table>

*Less Total Disbursements since last report* ($470.00)

*Ending Balance* $1,815.00

**RELIEF FUND:**

*Balance on hand* $450.00

No activity

**CANCER FUND:**

*Beginning Balance* $0.00

<table>
<thead>
<tr>
<th>Name</th>
<th>Purpose</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dance profit</td>
<td>$275.00</td>
</tr>
</tbody>
</table>

*Total Receipts since last report* $275.00

*Disbursements in detail since last report:

<table>
<thead>
<tr>
<th>Name</th>
<th>Purpose</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>VFW Auxiliary National Headquarters</td>
<td>$275.00</td>
</tr>
</tbody>
</table>

*Total Disbursements since last report* ($275.00)

*Ending Balance* $0.00

**TOTAL ALL FUNDS:** $2,265.00
CHECKING ACCOUNT BALANCE: $2,265.00
No outstanding checks or deposits

INVESTMENTS:
Beginning Balance $1,184.77
Interest 15.23
Disbursements 0.00
Ending Balance $1,200.00

TOTAL ALL FUNDS: $3,465.00

Signed:

Sara Moore, Treasurer

The Treasurer shall give a copy of the report to the Secretary to incorporate into the minutes.
Relief Fund
The Relief Fund shall consist of the proceeds from:
1. Net proceeds from Buddy Poppy distributions.
2. Any contribution or other funds available.

Relief Fund money shall be restricted and expended solely for these purposes:
1. Aid to Auxiliary members needing financial assistance.
2. To meet all obligations or to send monetary gifts to the VFW National Home for Children.
   a. VFW National Home for Children Health and Happiness
The following checks should be made payable to the VFW National Home for Children and mailed to 3573 S. Waverly Rd., Eaton Rapids, Michigan 48827:
   b. VFW National Home for Children Seals
   c. VFW National Home for Children Life Memberships
   d. VFW National Home for Children Endowment Certificates
   e. VFW National Home for Children House Funds
   f. Direct appeal from VFW National Home for Children
3. Hospital work for all veterans, members of the Armed Forces, Auxiliary Members and their family members.
4. Veterans & Family Support work for all veterans, members of the Armed Forces, Auxiliary members and their families.
7. To perpetuate the memory of deceased veterans and members of the Armed Forces and to comfort their survivors.
8. To foster true patriotism through historical and educational programs.
All other expenditures shall come from the General Fund.

Auxiliary Treasurer Miscellaneous
1. If Past Officers’ pins have not been ordered, the Treasurer should remind the Auxiliary that it is time to purchase Past Officers’ pins in accordance with the Bylaws. He/she should order the pins as soon as instructed by the Auxiliary in order to insure delivery before installation.
2. All checks must be countersigned by the President. Treasurer must not sign blank checks, nor shall President countersign blank checks.

3. Auxiliaries may not possess credit cards, ATM (Automated Teller Machine) cards, and/or debit cards.

4. If the Treasurer is unable to be present at a meeting, the Auxiliary President shall appoint a Treasurer pro tem, who shall record the receipts and disbursements. The Treasurer pro tem is not permitted to sign checks in the absence of the Treasurer, as the name of the Treasurer pro tem would not be on record at the bank and checks would not be honored. The Treasurer shall as soon as possible following the meeting at which he/she was absent, prepare the checks for payment, as indicated on the records given him/her by the Treasurer pro tem.

**Chance Books, Etc.**

1. Auxiliary members cannot hold any event in the name of the Auxiliary unless permission has been granted by the Auxiliary. The proceeds must then be turned over to the Auxiliary Treasurer and a report made of same.

2. Auxiliaries are forbidden to send tickets, chance books, punchboards, etc., to other Auxiliaries for resale.

**Continuous Membership Pins**

Any member who has paid dues for five (5) or more years is eligible for his/her continuous membership pin. Pins are available in increments of five (5) years. The Auxiliary or Department Treasurer must verify the continuous membership.

These pins do not denote service as an Auxiliary Officer but are a mark of recognition for the continuous membership of any member. They are provided covering five-year (5-year) periods and only one pin bearing the latest five-year (5-year) membership period shall be worn.

**Supplies**

1. All supplies must be ordered directly from the VFW Supply Department, 406 West 34th St., Kansas City, MO 64111. www.vfwstore.org or 1-800-821-2606.
Trustees

1. It is the duty of the Trustees to audit the books. The following shall be brought to the audit for review by the Trustees:
   a. Secretary’s record book
   b. Treasurer’s record book
   c. Checkbooks
   d. Bank statements
   e. Cancelled checks
   f. Savings account books, if any
   g. Certificates of deposit or other similar investments, if any
   h. Cash receipt book
   i. Membership records, such as Transmittals

2. The quarterly audit of books is conducted by the Trustees (See Section 814). The President, Secretary, and Treasurer should attend the audit.

3. As stated in Section 814 of the National Bylaws, copies of each Audit must be sent to the Department Treasurer.

4. A check of receipts and expenditures is made. The balance on the Treasurer’s records must agree with the balance on the bank statement. The Trustees sign the Secretary’s book, all pages attached to the books shall be signed by the Trustees at time of audit, and Treasurer’s book as having been examined and found to correspond with the record of the Treasurer with reference to disbursements. This record is kept by the Secretary in the minutes since he/she presents the bills and balance on hand. A copy of the Audit Report must be given to the Secretary to be secured in the official record book.

5. It is not the duty of the Trustees to correct the Treasurer’s or the Secretary’s records, but the duty of the Treasurer or Secretary. The Trustees check the Treasurer’s and the Secretary’s books during audit and report their findings in their regular report. If any mistakes are reported, the Treasurer or the Secretary, himself/herself, shall be directed by the President to make the necessary correction(s) in his/her book. The Trustees shall sign the audit after all mistakes, if any, have been corrected.
<table>
<thead>
<tr>
<th>FUND</th>
<th>CASH BALANCE LAST REPORT</th>
<th>RECEIPTS</th>
<th>DISBURSEMENTS</th>
<th>CASH BALANCE THIS REPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Dept. &amp; Nat'l Dues</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Restricted (i.e. Cancer Insur)</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Relief Fund</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>TOTALS</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other (i.e. Cancer Aid)</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other (i.e. National Home)</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>TOTALS</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Savings Account</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total Balance -- All Funds</td>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Including Savings Account</td>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

**BANK STATEMENT RECONCILIATION**

Bank balance as shown on bank statement $__________

**Less Outstanding checks:**

<table>
<thead>
<tr>
<th>Check Number</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Amount of Outstanding Checks: $__________ $__________

**Plus Outstanding deposits:**

<table>
<thead>
<tr>
<th>Date</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Amount of Outstanding Deposits: $__________ $__________

Total Adjusted Bank Balance $__________

THIS IS TO CERTIFY THAT THE BOOKS OF THE SECRETARY AND TREASURER HAVE BEEN AUDITED, FOUND CORRECT, AND ALL MONEYS PROPERLY ACCOUNTED FOR.

TRUSTEES: (sign & date) ____________________________

DATE AUDIT WAS CONDUCTED ____________________________
## VFW AUXILIARY TO POST NO. _(A)_ DISTRICT _(B)_ DEPARTMENT _(C)_

### DISTRIBUTION OF RECEIPTS, DISBURSEMENTS, AND CASH BALANCE BY FUND

For period of ___________________________ to ___________________________

<table>
<thead>
<tr>
<th>FUND</th>
<th>CASH BALANCE LAST REPORT</th>
<th>RECEIPTS</th>
<th>DISBURSEMENTS</th>
<th>CASH BALANCE THIS REPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$ 1</td>
<td>$ 12</td>
<td>$ 23</td>
<td>$ 34</td>
</tr>
<tr>
<td>Dept. &amp; Nat’l Dues</td>
<td>$ 2</td>
<td>$ 13</td>
<td>$ 24</td>
<td>$ 35</td>
</tr>
<tr>
<td>Restricted (i.e. Cancer Insur)</td>
<td>$ 3</td>
<td>$ 14</td>
<td>$ 25</td>
<td>$ 36</td>
</tr>
<tr>
<td>Relief Fund</td>
<td>$ 4</td>
<td>$ 15</td>
<td>$ 26</td>
<td>$ 37</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>$ 5 = Lines 1+2+3+4</td>
<td>$ 16</td>
<td>$ 27 = Lines 23+24+25+26</td>
<td>$ 38 = Lines 34+35+36+37</td>
</tr>
<tr>
<td>Other (i.e. Cancer Aid)</td>
<td>$ 6</td>
<td>$ 17</td>
<td>$ 28</td>
<td>$ 39</td>
</tr>
<tr>
<td>Other (i.e. National Home)</td>
<td>$ 7</td>
<td>$ 18</td>
<td>$ 29</td>
<td>$ 40</td>
</tr>
<tr>
<td>Other</td>
<td>$ 8</td>
<td>$ 19</td>
<td>$ 30</td>
<td>$ 41</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>$ 9 = Lines 5+6+7+8</td>
<td>$ 20</td>
<td>$ 31 = Lines 27+28+29+30</td>
<td>$ 42 = Lines 38+39+40+41</td>
</tr>
<tr>
<td>Savings Account</td>
<td>$ 10</td>
<td>$ 21</td>
<td>$ 32</td>
<td>$ 43</td>
</tr>
<tr>
<td><strong>Total Balance -- All Funds</strong></td>
<td>$ 11 = Line 9+10</td>
<td>$ 22</td>
<td>$ 33 = Lines 31+32</td>
<td>$ 44=Lines 42+43</td>
</tr>
</tbody>
</table>

### BANK STATEMENT RECONCILIATION

Bank balance as shown on bank statement

- **Less Outstanding checks:**
  - Check Number 46
  - $ 47

- **Plus Outstanding deposits:**
  - Date 50
  - $ 51

Total Adjusted Bank Balance $ 53

THIS IS TO CERTIFY THAT THE BOOKS OF THE SECRETARY AND TREASURER HAVE BEEN AUDITED, FOUND CORRECT, AND ALL MONEYS PROPERLY ACCOUNTED FOR.

Date Audit was conducted ____________________________

**Trustees: (sign & date)**

__________________________

__________________________

__________________________
# Veterans of Foreign Wars Auxiliary

## Sample Auxiliary Audit Form Instructions

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Auxiliary Number</td>
</tr>
<tr>
<td>B</td>
<td>District Number Auxiliary belongs to</td>
</tr>
<tr>
<td>C</td>
<td>Department Auxiliary belongs to</td>
</tr>
<tr>
<td>D</td>
<td>Beginning date of time period covered by audit (i.e. January 1, 20XX)</td>
</tr>
<tr>
<td>E</td>
<td>Ending date of time period covered by audit (i.e. March 31, 20XX)</td>
</tr>
<tr>
<td>1</td>
<td>Beginning General Fund balance. Also the ending General Fund balance from prior audit (line #34 from last audit report).</td>
</tr>
<tr>
<td>2</td>
<td>Beginning Dept. &amp; Nat’l Dues balance. Also the ending Dept. &amp; Nat’l Dues balance from prior audit (line #35 from last audit report).</td>
</tr>
<tr>
<td>3</td>
<td>Beginning Restricted balance. Also the ending Restricted balance from prior audit (line #36 from last audit report).</td>
</tr>
<tr>
<td>4</td>
<td>Beginning Relief Fund balance. Also the ending Relief Fund balance from prior audit (line #37 from last audit report).</td>
</tr>
<tr>
<td>5</td>
<td>Sum of lines 1 through 4. Also line #38 from the last audit report.</td>
</tr>
<tr>
<td>6</td>
<td>Beginning balance of Other Funds (i.e. hospital). Also the ending Other balance from prior audit (line #39 from last audit report). May enter 0.00 if Auxiliary does not have “Other” Funds.</td>
</tr>
<tr>
<td>7</td>
<td>Beginning balance of Other Funds. Also the ending Other balance from prior audit (line #40 from last audit report). May enter 0.00 if Auxiliary does not have “Other” Funds.</td>
</tr>
<tr>
<td>8</td>
<td>Beginning balance of Other Funds. Also the ending Other balance from prior audit (line #41 from last audit report). May enter 0.00 if Auxiliary does not have “Other” Funds.</td>
</tr>
<tr>
<td>9</td>
<td>Sum of lines 5 through 8. Also the ending Other Total balance from prior audit (line #42 from last audit report).</td>
</tr>
<tr>
<td>10</td>
<td>Beginning balance of Savings. Also the ending Savings balance from prior audit (line #43 from last audit report).</td>
</tr>
<tr>
<td>11</td>
<td>Sum of lines 9 through 10. Also line #44 from the last audit report. Beginning cash balance.</td>
</tr>
<tr>
<td>12</td>
<td>Total of all the money received for the General Fund during the audit period.</td>
</tr>
<tr>
<td>13</td>
<td>Total of all the money received for Department &amp; National dues during the audit period.</td>
</tr>
<tr>
<td>14</td>
<td>Total of all the money received for this restricted fund during the audit period. This money is restricted and will only be paid out for the intention in which it was collected.</td>
</tr>
<tr>
<td>15</td>
<td>Total of all the money received for the Relief Fund during the audit period.</td>
</tr>
<tr>
<td>16</td>
<td>Sum of lines 12 through 15.</td>
</tr>
<tr>
<td>17</td>
<td>Total of all the money received for the “Other” Fund listed during the audit period.</td>
</tr>
<tr>
<td>18</td>
<td>Total of all the money received for the “Other” Fund listed during the audit period.</td>
</tr>
<tr>
<td>19</td>
<td>Total of all the money received for the “Other” Fund listed during the audit period.</td>
</tr>
<tr>
<td>20</td>
<td>Sum of lines 16 through 19.</td>
</tr>
<tr>
<td>21</td>
<td>Total of all money received for Savings. This would include any interest earned.</td>
</tr>
<tr>
<td>22</td>
<td>Sum of lines 20 through 21. All money deposited during the audit period.</td>
</tr>
</tbody>
</table>
### Veterans of Foreign Wars Auxiliary

#### Sample Auxiliary Audit Form Instructions

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>23</td>
<td>Total of all money disbursed from the General Fund during the audit period.</td>
</tr>
<tr>
<td>24</td>
<td>Total of all money disbursed for Department &amp; National dues during the audit period. Should equal amount sent to Department Treasurer.</td>
</tr>
<tr>
<td>25</td>
<td>Total of all money disbursed for restricted fund during the audit period.</td>
</tr>
<tr>
<td>26</td>
<td>Total of all money disbursed from the Relief Fund during the audit period.</td>
</tr>
<tr>
<td>27</td>
<td>Sum of lines 23 through 26.</td>
</tr>
<tr>
<td>28</td>
<td>Total of all money disbursed from the &quot;Other&quot; Fund listed during the audit period.</td>
</tr>
<tr>
<td>29</td>
<td>Total of all money disbursed from the &quot;Other&quot; Fund listed during the audit period.</td>
</tr>
<tr>
<td>30</td>
<td>Total of all money disbursed from the &quot;Other&quot; Fund listed during the audit period.</td>
</tr>
<tr>
<td>31</td>
<td>Sum of lines 27 through 30.</td>
</tr>
<tr>
<td>32</td>
<td>Total of all money disbursed from Savings during the audit period.</td>
</tr>
<tr>
<td>33</td>
<td>Sum of lines 30 through 31. All money disbursed during the audit period (checks written).</td>
</tr>
<tr>
<td>34</td>
<td>Sum of line 1 plus line 12 minus line 23.</td>
</tr>
<tr>
<td>35</td>
<td>Sum of line 2 plus line 13 minus line 24.</td>
</tr>
<tr>
<td>36</td>
<td>Sum of line 3 plus line 14 minus line 25.</td>
</tr>
<tr>
<td>37</td>
<td>Sum of line 4 plus line 15 minus line 26.</td>
</tr>
<tr>
<td>38</td>
<td>Sum of line 5 plus line 16 minus line 27. Should equal the sum of lines 34 through 37.</td>
</tr>
<tr>
<td>39</td>
<td>Sum of line 6 plus line 17 minus line 28.</td>
</tr>
<tr>
<td>40</td>
<td>Sum of line 7 plus line 18 minus line 29.</td>
</tr>
<tr>
<td>41</td>
<td>Sum of line 8 plus line 19 minus line 30.</td>
</tr>
<tr>
<td>42</td>
<td>Sum of line 9 plus line 20 minus line 31. Should equal the sum of lines 38 through 41.</td>
</tr>
<tr>
<td>43</td>
<td>Sum of line 10 plus line 21 minus line 32.</td>
</tr>
<tr>
<td>44</td>
<td>Sum of line 11 plus line 22 minus line 33. Should equal the sum of lines 42 through 43. Ending cash balance of all funds.</td>
</tr>
<tr>
<td>45</td>
<td>Ending bank balance as shown on the bank statement at the end of the audit period.</td>
</tr>
<tr>
<td>46</td>
<td>Check number of each outstanding check that had not cleared the bank as of the last bank statement during the audit period.</td>
</tr>
<tr>
<td>47</td>
<td>Amount of each outstanding check that had not cleared the bank as of the last bank statement during the audit period.</td>
</tr>
<tr>
<td>48</td>
<td>Sum of all outstanding checks that had not cleared the bank as of the last bank statement during the audit period.</td>
</tr>
<tr>
<td>49</td>
<td>Sum of line 45 minus line 48.</td>
</tr>
<tr>
<td>50</td>
<td>Date of each outstanding deposit that had not cleared the bank as of the last bank statement during the audit period.</td>
</tr>
<tr>
<td>51</td>
<td>Amount of each outstanding deposit that had not cleared the bank as of the last bank statement during the audit period.</td>
</tr>
<tr>
<td>52</td>
<td>Sum of all outstanding deposits that had not cleared the bank as of the last bank statement during the audit period.</td>
</tr>
<tr>
<td>53</td>
<td>Sum of line 49 plus line 52.</td>
</tr>
<tr>
<td>54</td>
<td>Date the audit was conducted. (i.e. 04/15/20XX)</td>
</tr>
<tr>
<td>55</td>
<td>Signatures and date of signatures of elected Trustees.</td>
</tr>
</tbody>
</table>
County Councils–Districts

The County Council is chartered by the National Organization and functions within the County for better handling of civic, patriotic, and social programs.

The Council secures the cooperation of school administrators and directors of community projects to create a better impression and wider attention for our organization. The Council should consolidate the efforts of the Auxiliaries within their County on all County, civic, and community programs as well as in parades.

The County Council President is recognized from the floor in Department, District, or Auxiliary meetings, never escorted.

The District is chartered by National and has legislative and limited taxing power. Its purpose is to promote schools of instruction and to insure functioning Auxiliaries within the confines of the District through instruction and inspection.

The District President is a Department Officer and a member of the Department Council of Administration.

By the very diversity of the two (2) bodies over which they preside, there can be no question of rank. The County Council President would represent the Council in community affairs, which occur within the province of the County over which he/she presides, and the District President would represent the Auxiliaries of his/her District at VFW activities and as a part of the Department Council of Administration.

National Programs

The National Programs are determined by each year’s National President. For details on the programs, goals and awards, please see the current National Program Book available on the website.

Duties of All Chairmen

1. To promote the best interests of the Auxiliary in a manner to reflect credit on the Auxiliary and bring honor to the organization.
2. To call committee meetings at regular intervals and plan activities to advance the Auxiliary program.
3. To present to the Auxiliary all information pertinent to the chairmanship and see that action is taken when necessary. (See the current National Program Book, Department Publications and the Department Chairmen’s promotional material.)
4. Keep a notebook and file pertaining to the chairmanship, together with a copy of each meeting’s report. It is the duty of the Auxiliary chairman to mail a year-end report of all work accomplished to the corresponding Department Chairman.

5. To secure the interest and cooperation of as many members as possible and the public in the cause, which your chairmanship supports.

6. To make written financial reports (with bills attached) of any fundraising functions.

7. To resign promptly if and when absolutely impossible to function, so that the program of the Auxiliary may not be delayed.

Veterans Affairs Voluntary Service Program (VAVS)

1. A National VAVS Advisory Committee has been established at the VA Central Office in Washington, D.C., to advise in the planning, integration, and coordination of VA Voluntary Service. Veterans of Foreign Wars of the United States Auxiliary is one of the member organizations of this committee and is represented by the National VAVS Representative and Deputy Representative(s) appointed by the National President.

2. The VAVS Advisory Committee for each local VA Hospital is composed of one (1) local representative and one (1) or more (not to exceed three (3)) deputy representatives from each of the member organizations. Our VAVS Representatives and Deputy Representatives are recommended by the Department President to the National VAVS Representative who certifies them to the VA Facility Director, Attn: Voluntary Service Program Manager. A change may be made between certifications when it is in the best interest of the VAVS program. When a change in representation is necessary for any reason, National Headquarters must be notified immediately. Careful consideration should be given to the selection of the VAVS Representatives and Deputies. The National Headquarters Office of the Auxiliary shall send official certification to: VA Facility Director, Attn: Voluntary Service Program Manager.

3. An Associate VAVS Representative may be appointed where Auxiliary members from a neighboring state participate in the VAVS Program. The Department President of the neighboring state appoints one (1) Associate Representative to assist by developing and coordinating the Auxiliary part of the program in his/her state. Associate Representatives are
certified in the same manner as a Representative and serves on the VAVS Committee except for voting privileges, which may be delegated in absence of the Representative. The Associate Representative must work through the VAVS Representative at the VA Hospital in which he/she serves.

4. An Honorary VAVS Representative is an individual who has given ten (10) or more years of service as a VAVS Representative or ten (10) or more years of combined service as Deputy Representative and VAVS Representative. This can apply to Deputy Representatives and Associate Representatives. At the time of recommendation, the applicant must be the certified Representative, Deputy Representative, or Associate Representative. He/she must be designated as Honorary Representative by the Department President and certified by the National Certifying Official. He/she maintains this status for life, but can’t be a regular representative again.

5. Hospital Service Pins designating the number of hours a volunteer has devoted to hospital work will be awarded to members meeting eligibility requirements.
   • An Auxiliary member in good standing who has worked a minimum of 150 hours under Auxiliary sponsorship in any hospital is eligible to receive a pin as a gift of the National Organization.
   • Pins are available for volunteers who have served 150, 300, 500, 1,000, 1,500, 2,000, 2,500, 3,000 and 4,000 hours. The 5,000 hour pin is triangular. One (1) pearl is added for each additional 1,000 hours. A bar guard signifying 10,000 hours may be attached to this pin, and thereafter. Bar guards are available for each additional 1,000 hours.
   • Only Auxiliary members are entitled to receive and wear the Auxiliary Hospital Service Pins.
   • The sponsored hospital volunteer (including student volunteer), who works a minimum of 100 hours under Auxiliary sponsorship in any hospital, is eligible to receive a special pin from National Headquarters. Only one (1) pin may be ordered for each sponsored volunteer.

6. The National Organization has a “Hospital Program Guide with VAVS Participation Guide,” which is available online. Please refer to this guide for full details and the most up-to-date information on our participation in VAVS.