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, 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.”
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/</td>
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<td>Widows</td>
<td>Grandmothers</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
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 twenty dollars ($20.00).

● 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.
  • Anyone eligible for membership who is unable to join or does not desire membership in an Auxiliary may become a Department Member At Large of the Department 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 shall fix an admission fee not less than five dollars ($5.00) per member.
  • This entitles each new member to
    ○ A membership pin
    ○ 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.

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

- There will be no refund of Annual Dues.

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 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.
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 Member:
        ○ With submission of Life Membership application
        ○ Accepted to membership in accordance with Section 102
        ○ Payment of Life Membership fee.
  • 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 for reinstatement to membership may become a Life Member upon reinstatement 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.
    ○ The request and payment may specify an alternate person to receive the card, so that it may be presented to the member at an appropriate event at a time not to exceed forty-five (45) calendar days after
  • Refunds: A
    ○ 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.
    ○ No refund of fees shall be made should a member be discharged from the organization by reason of Disciplinary
    ○ Voluntarily Voluntarily surrender their Life Membership card shall also forfeit a refund of any fees.

A former member otherwise eligible to rejoin may become a Life Member upon acceptance to membership in accordance with Section 104.

In that case, the Auxiliary membership card will be sent to the Auxiliary Treasurer.

Add bullet here: - Becomes eligible for the VFW shall be entitled to a proportionate refund of fees paid.
• The death of a Life Member following the issuing of the check 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.

• 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
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.
  - 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 issue a dues card for the current year, clearly marked “transfer.”
  • The dues card issued by the former Auxiliary shall be held by the accepting Auxiliary.
  • The accepting Auxiliary will not be liable for any dues on the transferring member and they shall not 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.

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.
    - The member’s application card
    - Minutes of the meeting where the motion was taken and
    - 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 to membership.
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 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—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, or Department President, to the 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.
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
  Add bullet: No Auxiliary shall be formed between March 31 and July 1.

  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.
  • 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 following procedures outlined in the Treasurer's Guide
to the Department Treasurer, who shall forward the application with the Department check for the charter fee to the National Secretary 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.
  • Names of members accepted during the charter period shall be listed in alphabetical order.
  • The Charter shall remain open not more than ninety (90) calendar days from date of institution of the Auxiliary.
• 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 by the National President.
    - If not instituted within sixty (60) calendar days from date of authorization, said authorization may be rescinded, in which event the total charter fee shall be forfeited.
  - 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 eligible 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.

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.

Add two (2) bullets:
- 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. 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 money and property left at the close of the meeting is to be turned over to Department within thirty (30) calendar days.
• 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
  • Cancelled pursuant to Section 208B
  • The Auxiliary voted to disband
• Requirements for reactivation:
  • Recommendation by the Post Commander
  • App
  • Dep
  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.

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 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 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
    - And the property of the Auxiliary including books of record, papers and all money belonging to it shall be turned over to the Department President
    - 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 obligations 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.
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 delegates’ 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 the date of election of 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.
- 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 balloting 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 balloting commences, Delegates and Alternates may be elected as nominated.

Sec. 308—Delegates—Credentials
- Delegates to National, Department, District, and County Councils shall be provided with proper credentials
  - On forms furnished by the National, Department, District, and County Council Secretaries,
  - Properly executed by the President and Secretary of the Auxiliary
  - With the Auxiliary Seal affixed.
  - 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
• All rights shall be promptly restored upon proper adjustment of such deficiencies.

End of Article III.
ARTICLE IV COUNTY COUNCILS

Sec. 401—Formation

- When five (5) or more Auxiliaries have been organized in a county, the Department Council of Administration may approve and supervise the organization of a County Council;
  - Provided that two-thirds (2/3) of the Auxiliaries in the county affected shall have signified their intention, by resolution, to become members of such Council;
  - These Auxiliaries and other Auxiliaries who choose to belong shall compose and be the said County Council.
  - Each County Council shall be identical in geographical limits with the respective County Council of the Veterans of Foreign Wars of the United States.
  - Be known and identified by the same name and under the jurisdiction of that County Council.

Sec. 402—Charters

- An application, when approved by two-thirds (2/3) of the Auxiliaries affected, shall be forwarded through channels to the National President, and when approved, the National President shall issue a Charter.
- Application for County Council Charter shall in all cases be:
  - Accompanied by a Charter Fee of ten dollars ($10.00)
  - Charters of County Councils shall be signed by the National President
  - Countersigned by the National Secretary
  - Shall be issued to each County Council immediately upon the permanent organization thereof.
Sec. 403—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. 404—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. 405—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. 406—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 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.
Sec. 407—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, and
    - 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. 408—Reactivation

- If the Charter of a County Council has been surrendered, forfeited or cancelled, then the County Council may be reactivated upon approval of the National President.
  - There shall be no time limit on when a County Council may reactivate.

Sec. 409—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. 410—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. 411—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)

• All rights shall be promptly restored upon proper adjustment of such deficiencies.

End of Article IV.
• 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, the 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 affected 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.
• 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. 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)

- All rights shall be promptly restored upon proper adjustment of such deficiencies.

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
    - In writing 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
  - Or as the Department Bylaws provide
- 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
  - Provided two (2) copies of the proposed Bylaws are signed by the committee and the Department President
  - Bylaws and amendments thereto must be printed in their entirety and submitted to the National President,
  - For approval before becoming effective
    - within ten (10) calendar days after the Department Convention

Two-thirds (2/3) vote of the Delegates is required for passage

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

Sec. 606—Committees

Sec. 606A—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 and
    - 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

**Add bullet:** See Section 211 for reference

**Add bullet:** Department Meetings/Convention Committees
○ The 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 five (5) 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 received after March 31 will be presented the following year.
  ○ Resolutions may be considered 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 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

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 committee to properly audit the books and records of the Department Treasurer 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 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.
- 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—Inspection

Official Visits: The Department President may request the inspection of any Auxiliary whenever the Department President feels the good of the order demands it.

Further examination: The District Presidents shall have charge of and supervise the work of the annual inspection 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, the Department President shall have charge of and supervise the work of the annual inspection of Auxiliaries.

The District President or the Department President in Departments where there are no Districts shall not inspect their own Auxiliary, nor shall a member of their Auxiliary.

Sec. 610—Provisional Departments

When the necessary number of Auxiliaries with a required minimum membership have not been organized in any state, territory, foreign possession or country, the National Council of Administration may establish a provisional Department in such state, territory, foreign possession or country, or on application of said Auxiliaries, attach them to a neighboring Department.

The National Council of Administration may cancel the Charter of a provisional Department whenever it shall appear to be in the best interest of the organization to do so.

Whenever the strength of a Department shall fall below five (5) Auxiliaries, or one hundred (100) members, the National Council of Administration may withdraw the Department Charter and establish a provisional Department.

Sec. 611—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. 612—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.
- Subordinate to 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 the 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.

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.
The National Council of Administration shall:

1. 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.
2. 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.
3. Make decisions between Conventions for the body.
4. Propose and approve expenditures outside National Standing Rules, Budget, and Bylaws.
5. Represent in all matters the National Convention in the interval between its sessions.
6. Keep full records of its proceedings and submit to its members, the Department Presidents and Past Presidents, copies of the minutes or transcripts of its proceedings from time to time as they occur.
7. Have full power to fix the salaries of the Officers of the organization.
8. Approve the National Budget.
9. Approve the audit of the Auditing Committee.

The National President shall call a special meeting upon written request signed by 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.

Add: This may include electronic meetings.

Add bullet:
- Decision making/voting may be done using current technology.
• 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 balloting 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
  ○ Voting may be by Districts or Auxiliaries
• National Officers
  ○ Shall be elected by roll call vote
  ○ 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 office.
  • 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.

add "or using current technology"
• 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. If not then installed, the office shall automatically become vacant.
• All Officers shall be elected or appointed for one 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.
• An Auxiliary may, at a regular meeting by majority vote of the members present, declare vacant the position of any elective Officer.
• Who may absent, without valid excuse
  ○ From two (2) consecutive meetings
  ○ Or for a period of sixty (60) calendar days
  ○ Whichever should come first
  ○ Or who fails to fulfill the duties of their office as outlined in Article VIII.
• Such action is approved by the Department President

Add bullet:
- Removal of Elected Officer.
  ○ An Auxiliary may, at a regular meeting by two-thirds (2/3) vote of the members present, remove any elective Officer.
  ○ At least seven (7) days notice shall be given to all members of the intent to vote to remove any elective Officer.
  ○ The Auxiliary shall notify the Department President of action taken with documented proof (meeting minutes).

• 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 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.
• The County Council may at any regular meeting by two-thirds (2/3) vote of the Delegates present, declare vacant the position of any County Council Officer who has absented themself, without valid excuse, from two (2) consecutive meetings.
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.
- Presidents on all levels shall, within thirty (30) calendar days after assuming the duties of office, submit to the Commander of the corresponding unit of the VFW, a financial report and membership count of the Auxiliary.
- 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:
    - The transmittal of membership dues, which does not require a motion.
    - 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.
- They shall 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 inspection of each Auxiliary in their District annually.
  • See Sections 609 and 907 - Inspection
• 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 visit and inspect each Auxiliary at least once a year.
- 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 visit and inspect each Auxiliary at least once a year.
- 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.
- The President’s mileage to and from the Department Convention, 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.
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.
  - Prepare a list of suspended Auxiliaries for the information of their successor.
  - 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)

- The Treasurer shall be the Treasurer of all Auxiliary

  - 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.
• 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 may also have savings and investment accounts upon approval of the Auxiliary.
• Auxiliaries may not possess credit cards, ATM (Automated Teller Machine) cards, and/or debit cards.
• 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 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 upon presentation of a proper expenditure voucher with bills attached
  ○ 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

Replace with
• 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
• 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 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 deposit all sums received for Life Memberships in a special fund called the “Life Membership Fund” and shall issue a suitable Life Membership Card.

Replace with:
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.

- 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.
• The President, Secretary, and Treasurer should attend the audit.
• A signed copy of the audit shall be forwarded to the Department Treasurer.

Add: They are not allowed to perform the audit.

Add: At least one (1) must be an elected Trustee.
• 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>Mailed to Department Treasurer no later than</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>January, February, March</td>
<td>April 30, Annually</td>
</tr>
<tr>
<td>Second</td>
<td>April, May, June</td>
<td>July 31, Annually</td>
</tr>
</tbody>
</table>

*NOTE: Both outgoing and incoming Treasurers and Trustees should be present.*
| Third    | July, August, September | October 31, Annually |
| Fourth   | October, November, December | January 31, Annually |

• 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.
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.
ARTICLE X - ORGANIZATIONAL IMAGE

Sec. 1001—Official Look
- The official look for male members will be 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
    o VFW on the left collar (over the heart)
    o AUX on the right collar
    o Collar pins are sold by the VFW Store, Item #8107
- The official look for female members will be marine blue blouse with 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
    o VFW on the left collar (over the heart)
    o AUX on the right collar
    o Collar pins are sold by the VFW Store, Item #8107

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 Past National Presidents shall be the gold pin with a white gold wreath and a diamond setting at the top.
  - The pin for all other Past Presidents shall be the gold pin designating the office as follows:
    o Past Department President: Ruby
    o Past District President: Topaz
    o Past County Council President: Blue Sapphire
    o 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.
Sec. 1004—Seals
● Auxiliaries on all levels shall have a seal, which shall be used on all official documents (credentials and dues cards). 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.”
A Department President may initiate such action with 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.

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

- Charges and Specifications must be prepared and delivered in the manner described and authorized in the Booklet of Instruction on Disciplinary Actions.

Mediation

- Mediation is a mandatory step in the process.

Hearing Requested

- If the accused member desires a Disciplinary Hearing, such member must within thirty (30) calendar days after unsuccessful mediation, request a hearing.
  - Such request shall be made in the manner prescribed in the Booklet of Instruction for Discipline & Disciplinary Actions.