

Using Technology to Conduct an Auxiliary Meeting

Members may join meetings using electronic or digital tools such as conference calls, webcams, Zoom, WebEx, GoToMeeting and Skype.

This is your guide on who, what, when, where and how to use technology in Auxiliary meetings.

Technology Tools: What is needed on both ends?

- Personal computer, laptop, tablet or smartphone
- High speed Internet connection (such as DSL or Internet provided by a cable company; for tablets and smartphones, 3G, 4G or LTE is often not fast enough; you need Wi-Fi)
- Telephone line or USB connected speakers and microphone
- Internal webcam or USB connected external webcam

Zoom, www.zoom.com

FREE version includes:

- Up to 100 participants
- Unlimited number of meetings; meet for 40 minutes
- Free version does not include a call-in number for audio
- Supports attending meetings via desktop and mobile devices

Webex Meeting Center, www.webex.com

FREE version includes:

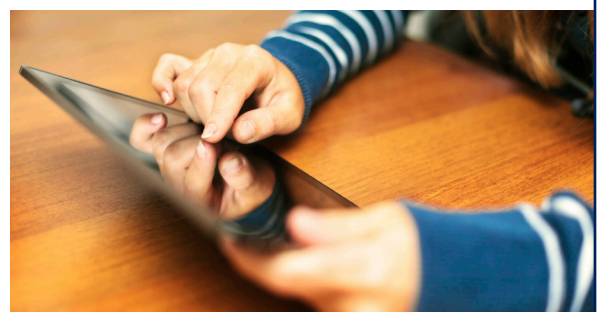
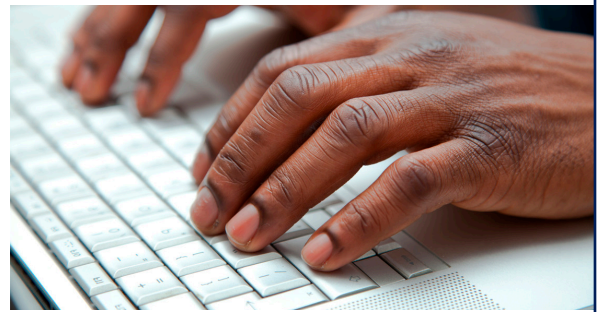
- Up to 100 participants
- Unlimited number of meetings, meet as long as you want
- Call-in for audio
- Supports attending meetings via desktop and mobile devices

Go To Meeting, www.gotomeeting.com

- Starts at \$14.00/month
- Unlimited number of meetings, meet as long as you want
- Call-in for audio
- Supports attending meetings via desktop and mobile devices

Skype, www.skype.com

- Free Skype to Skype audio and video calls
- Up to 50 participants
- Free version does not include a call-in number for audio
- Supports attending meetings via desktop and mobile devices



Who Might Need to Do This and When?

- Members who travel for work
- Members who are deployed overseas
- Members called away for emergencies
- Snowbirds
- Members in locations with extreme weather
- Members who are geographically isolated
- Members who are homebound
- Members living in assistance facilities

Guidelines for Joining a VFW Auxiliary Meeting with Technology

1. In order to constitute a regular VFW Auxiliary meeting, there must be five (5) members present in one location. (Bylaws Sec. 210 & 212)
2. Once the five (5) members are in one location, any number of other members may join via digital means. (See above Technology Tools for ideas on how to do this.)
3. Conference calls may be used, but only if the five (5) initial members are in one location.
4. Of the members present either physically or digitally, one (1) must be the President, the Secretary or the Treasurer (either elected or pro tem).
5. This type of meeting would most likely be conducted using the Roundtable Meeting format found in the Ritual's General Instructions.
6. A VFW Auxiliary may create a standing motion to conduct business in a Roundtable format, or it can be voted on as a one-time format as needed.

Questions? Contact VFW Auxiliary National Headquarters at 816.561.8655 or info@vfwauxiliary.org