Building On the VFW Auxiliary Foundation

Guidebooks for Officers, Chairmen and Members

Version 2.0 | December 2021

A Note About These Guides

These guides, suggestions and examples are meant to assist all Officers, Chairmen and members on every level to understand their duties according to the National Bylaws, the best practices discovered during the 100-plus year history of the Organization and examples of how to handle different positions and expectations.

The authors of these guides (members just like you) understand that there is immense and wonderful variation across this country in how the business of the Organization is handled.

Members should always be sure that they are in compliance with the National Bylaws. This guide DOES NOT supersede the National Bylaws in any way. Nor does it take the place of any traditions, rituals or historically important practices of any Auxiliary, District or Department.

The goal of these guidebooks is to develop and maintain consistent practices across the Organization; to train and equip leaders of today and tomorrow; and to strengthen the basic building blocks of the Organization: the foundation.

Building on the VFW Auxiliary Foundation Guidebooks

Guidebook 1 – Officers' Duties

Information and help for each Officer of each level of the Organization, except Treasurer.

Guidebook 2 – Programs & Reporting

Information and help on Chairmen duties, setting up a project and/or Program and reporting on each level of the Organization.

Guidebook 3 – Membership, Recruiting & Extension

Information and help for forming new Auxiliaries, working membership and recruiting new members.

Guidebook 4 – National District Council Members

Information on the role and responsibility of National District Council Members.

Guidebook 5 - Financial Responsibilities

Information and help for Treasurers and Trustees on all levels of the Organization

Guidebook 1 – Officers' Duties

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AUXILIARY OFFICERS

Auxiliary President *(Refer to Sec. 810 - 810A)*

Congratulations, you have been elected to the highest office in your Auxiliary.

Guidelines have been established to assist you in having an effective and productive year as Auxiliary President and to give you the confidence and knowledge to successfully perform your duties and obligations. Never be afraid to ask questions of your mentor, District President or Department President.

Best Practices of an Auxiliary President

1. MALTA – If you have not already done so, activate your MALTA account by going to vfwauxiliary.org and click on MALTA Member Login. You will be given access to your President duties beginning July 1. You will need your membership ID number, which can be found on your membership card or on the back of your *VFW Auxiliary Magazine* on the mailing label above your name.
2. Always have a positive attitude; your attitude sets the tone for your year.
3. Choose an Installing Officer to install you and your Officers for your term of office. Your Installing Officer must be a person who has held the office of Auxiliary President, Post Commander or higher office.
4. If you are doing a Joint Installation with the Post, you will need to talk with your incoming Commander and both agree upon a date and time. **Do not assume anything**.
5. Your next step will be to appoint your Secretary, Patriotic Instructor, Historian and Floor Officers if your Auxiliary does floor work or any of the ceremonies. ***(Refer to the Ritual for further information.)***
6. You do not need to request a warrant. Work with the presiding Auxiliary Secretary to fill out and send the installation report to the proper place. It can also be entered in MALTA.
7. National Programs are determined year to year by the incoming National President. You will need to check the VFW Auxiliary National website, Department website or make contact with the Department Secretary. Before appointing your Program Chairmen for your term of office, make sure you are educated on and have a plan to cover all Programs.
8. On the National Auxiliary website, vfwauxiliary.org, you will find all the resources to assist you in your duties:
    - Necessary forms
    - Training videos
    - Event schedules
    - *VFW Auxiliary Magazine*
    - Program information
    - National Ambassador blog posts
9. Sign up for the VFW Auxiliary e-newsletter at vfwauxiliary.org. It has up-to-date information on many subjects and keeps you connected to VFW Auxiliary National Headquarters. *VFW Auxiliary Magazine* comes out every other month starting in January and has information, and inspiring and motivating stories. Be sure to share your Auxiliary's story from an event or project with National Headquarters to info@vfwauxiliary.org.

10. Your National Bylaws and Ritual must be the current edition. This will be your go-to book for most of your answers. Take the time to read through and acquaint yourself with the workings of the organization. You can purchase current National Bylaws (known as the *Podium Edition: Bylaws and Ritual*) from the VFW Store, vfwstore.org. Digital versions are also available.

11. Have a planning meeting with your incoming Officers and Chairmen to decide what Programs or events you might like to do in your term. Include dates, places and times. Make sure that you confirm all events, dates and times with the Post Commander and Post House Committee Chairman.

12. Speak with your Post Commander to possibly have a joint Officers and Chairmen meeting to work as a team in planning and presenting Programs. Working together as a TEAM will bring success.

13. Keep a good working and communicating relationship with your Post Commander.

14. After your Department Convention, you will officially take office. Now excitement within the Auxiliary begins!

15. Within thirty (30) days after assuming the duties of Auxiliary President, submit to the Post Commander of the corresponding Post of the VFW, the last quarterly audit, membership status report and such additional records as may be required by the Liaison Committee. ***(Refer to Article VIII, Sec. 810)***

Being Prepared

1. Be prepared for your meetings with an agenda, current National Bylaws, gavel and any correspondence you have received to hand to your Secretary. A sample agenda/order of business can be found on Page 29 of this guidebook. The agenda can also be sent to members in advance of the meeting.

2. It is the job of the Conductor/Conductress to see that the meeting is set up properly. As an Auxiliary President, it will be your job to see that it is carried through.

3. Highlight your part of the meeting in the Ritual section of the National Bylaws.

4. Before every meeting, make contact with your Auxiliary Secretary for any unfinished or new business. Make contact with the Treasurer to ensure that all financial obligations have been met and if there is anything that needs to be brought forth on the meeting floor.

5. Make a list of the Chairmen you want to report every month to assure you don't leave anyone out.

6. Have notes ready for discussion you might have about an event or upcoming Programs.

7. Make sure all Officers have a current Ritual and know their ritual parts.

8. Start your meetings on time. Keep your meeting short and informative.

9. Have committee members discuss their plans in advance of the meeting, so that only the facts and information are reported on the floor. This helps to make the meeting brief and productive.

10. Be enthusiastic with the Programs and make sure you thank the Chairmen and everyone for attending and participating.

11. Dress appropriately; you lead by example.

12. As a suggestion, on your first meeting you might want to ask the Commander to come and be introduced to the Auxiliary. Let the Commander know that the Auxiliary is there to work with the VFW and to help veterans and their families.

13. At your meetings, if a question is asked that you cannot answer, be honest and tell them you do not know, but will find out the answer and report back. Honesty is the best policy.

14. If your Department has a School of Instruction, make every effort to attend. Encourage your members, Officers and Chairman to attend. Current information on Programs and reporting is given at that time. Consider inviting several members to ride together and make it a group event.

15. Encourage all members to attend Department meetings, such as Council of Administration meetings, Conference meetings and Convention. All members in good standing are encouraged to attend all Department and National meetings. Provide dates, places, times and registration information.

16. As Auxiliary President, you are a voting member. Therefore, you should attend District meetings. Encourage Officers and members to attend. Provide dates, places and times.

17. At your April meeting, nominations and elections of Officers must be completed. **Refer to Article VIII, Sec. 804A** of the National Bylaws. Delegates and Alternates for District, Department and National Convention should be completed and sent to the respective Officer or submitted online.

18. Be sure that District Delegates and Alternates are elected and reported to the District Secretary prior to the District Convention. ***(Refer to Article III, Sec. 303)***

19. Help your Chairmen at all times. Do not be overbearing; just let them know that you are there to help if needed. Encourage them to try new things and involve other members to help.

20. Membership is very important. Choose a Chairman who believes in the organization and can spark interest in others who may be eligible. Appoint a Membership Committee of five members to recruit and retain your membership***. (Refer to Article VIII, Sec. 810A)***

21. Appoint an Investigating Committee of three members to determine eligibility of applicants. This committee can change meeting to meeting. ***(Refer to Article I, Sec. 102)***

22. Understand and review your Auxiliary's Standing Rules annually. For more on Standing Rules, refer to Page 28 of this guidebook.

Leadership Role

1. Your leadership role as an Auxiliary President is to inspire and motivate others, to create a vision of the future that is vivid and compelling and that motivates members to want to be active and achieve. Everyone wants to be a part of something that makes a difference in their community. As a leader, you are best able to help the members of your team connect what they do in their community with the impact of our mission of service to our veterans, military and their families.

2. Great leaders have integrity, are honest and take responsibility. Be a good role model.

3. Communicate with your members often and in a variety of different ways, whether by one-on-one conversations, team meetings, blog posts, email, phone, videoconferencing (e.g., Zoom) or any other medium.

4. As President, you will need to communicate regularly with your Auxiliary, District, Department and VFW Post throughout your term of office.
5. Help set goals for your Auxiliary, but be a team player. Work closely with your Secretary and Treasurer.
6. When making decisions, take time to think it through, do research or ask a mentor for advice. Your decision should be rendered in a kind but firm manner, consistent and fair to all.
7. There are many things to accomplish and many tasks to perform during the year. To keep them from getting overwhelming, learn how to assign duties to other members. Ask in a personal way and be specific about what you are asking to be done and the time commitment necessary.
8. Be sure that Officers, Trustees and other positions get the training needed. If you need assistance in this area, check the Department and National websites for resources or contact your Department Secretary or Chief of Staff for guidance.
9. Remember to say "Thank you" at all times.
10. Wear a smile and have an upbeat tone in your voice. Remember, we are all volunteers.

We hope these guidelines helped you in some way. There is so much to learn. Do the best you can; that is all that anyone can do. Thank you for being Auxiliary President!

Good luck! The success of your term of office depends on your leadership!

Auxiliary Senior Vice-President

1. MALTA – If you have not already done so, activate your MALTA account by going to vfwauxiliary.org and click on MALTA Member Login. You will need your membership ID number, which can be found on your membership card or on the back of your *VFW Auxiliary Magazine* on the mailing label above your name.
2. Be prepared to assume the President's responsibilities at any given time.
3. Make every effort to attend District and Department meetings, Conferences and Conventions.
4. Assist your President whenever called upon.
5. Keep the lines of communication open and be a TEAM player.
6. Sign up for the VFW Auxiliary e-newsletter at vfwauxiliary.org. It has up-to-date information on many subjects and keeps you connected to VFW Auxiliary National Headquarters. *VFW Auxiliary Magazine* comes out every other month starting in January and has information, and inspiring and motivating stories. Be sure to share your Auxiliary's story from an event or project with National Headquarters to info@vfwauxiliary.org.
7. Your National Bylaws and Ritual must be the current edition. This will be your go-to book for most of your answers. Take the time to read through and acquaint yourself with the workings of the organization. You can purchase current National Bylaws (known as the *Podium Edition: Bylaws and Ritual*) from the VFW Store, vfwstore.org. Digital versions are also available.
8. Work discreetly with your incoming Commander, but do not interfere with the current Officers' plans.

9. Each Auxiliary has their own traditions and obligations for Auxiliary Senior Vice-President. Be sure you know and understand what is expected of you.
10. Get to know your membership. Listen to what they have to say.
11. Always remember to say "Thank You" at all times.
12. Share your knowledge and best practices with the incoming Auxiliary Senior Vice-President.
13. Wear a smile and have an upbeat tone in your voice. Remember, we are all volunteers.

Auxiliary Junior Vice-President

1. MALTA – If you have not already done so, activate your MALTA account by going to vfwauxiliary.org and click on MALTA Member Login. You will need your membership ID number, which can be found on your membership card or on the back of your *VFW Auxiliary Magazine* on the mailing label above your name.
2. Be prepared to represent the President at any given time.
3. Encourage all members to attend District and Department meetings, such as Council of Administration meetings, Conference meetings and Convention. All members in good standing are encouraged to attend all Department and National meetings. Provide dates, places, times and registration information.
4. Assist your President whenever called upon.
5. Keep the lines of communication open and be a team player.
6. Each Auxiliary has their own traditions and obligations for Auxiliary Junior Vice-President. Be sure you know and understand what is expected of you.
7. Your National Bylaws and Ritual must be the current edition. This will be your go-to book for most of your answers. Take the time to read through and acquaint yourself with the workings of the organization. You can purchase current National Bylaws (known as the *Podium Edition: Bylaws and Ritual*) from the VFW Store, vfwstore.org. Digital versions are also available.
8. Get to know the members in your Auxiliary. Listen to what they have to say.
9. Remember to say "Thank you" at all times.
10. Wear a smile and have an upbeat tone in your voice. Remember, we are all volunteers.

Auxiliary Secretary *(Refer to Sec. 812)*

1. MALTA – If you have not already done so, activate your MALTA account by going to vfwauxiliary.org and click on MALTA Member Login. You will be given access to your Secretary duties beginning July 1. You will need your membership ID number, which can be found on your membership card or on the back of your *VFW Auxiliary Magazine* on the mailing label above your name.

2. Keep a proper record of the minutes of each meeting:
    - Treasurer's report and audit reports must be incorporated in the minutes.
    - Copy of President's and Treasurer's bonds shall be incorporated into the minutes each year.
3. 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. Consideration should be given to the cost of printing when voting. ***(Refer to Sec. 812)***
4. A suggested agenda/order of business and a motion worksheet can be found on Page 32 of this guidebook.
5. Perform other duties as assigned by the President.
6. Immediately following Installation, input into MALTA the elected and appointed Officers; or submit the Installation Report Form to the Department Secretary prior to June 30. Any installation reports received after June 30 would be sent to the National Secretary.
7. Input into MALTA the membership ID number or name of the National Delegates and Alternates or submit to the Department Secretary or National Headquarters within thirty (30) days of election. These must be entered no later than May 31.
8. Maintain a roll of deceased members with the date of death. ***(Refer to Sec. 812A)***
9. Transmit (mail or email) the names of the District Delegates and Alternates to the District Secretary within thirty (30) days of election, but prior to the District Convention.
10. Transmit (mail or email) the names of the Department Delegates and Alternates to the Department Secretary within thirty (30) days of election, but prior to the Department Convention.
11. Transfer to your successor, without delay, all papers, books and other property of the VFW Auxiliary in his/her possession.

DISTRICT OFFICERS

District President

Congratulations, you have been elected to the highest office in your District!

Guidelines have been established to assist you in having an effective and productive year as District President, and to give you the confidence and knowledge to successfully perform your duties and obligations. Never be afraid to ask questions of your mentor or Department President.

Best Practices of the District President

1. MALTA – If you have not already done so, activate your MALTA account by going to vfwauxiliary.org and click on MALTA Member Login. You will be given access to your President duties beginning July 1. You will need your membership ID number, which can be found on your membership card or on the back of your *VFW Auxiliary Magazine* on the mailing label above your name.
2. Always have a positive attitude; your attitude sets the tone for your year.
3. Choose an Installing Officer to install you and your Officers for your term of office. Your Installing Officer must be a person who has held the office of District President, District Commander or higher office.
4. If you are doing a Joint Installation with your VFW District, you will need to talk with your incoming Commander and both agree upon a date and time. **Do not assume anything**.
5. Your next step will be to appoint your Secretary, Patriotic Instructor, Historian and Floor Officers if your District does floor work or any of the ceremonies. ***(Refer to the Ritual for further information.)***
6. You do not need to request a warrant. The presiding Secretary will fill out your forms for the Department to report your installation or enter in MALTA.
7. National Programs are determined year to year by the incoming National President. You will need to check the VFW Auxiliary National website, Department website or make contact with the Department Secretary. Before appointing your Program Chairmen for your term of office, make sure you are educated on and have a plan to cover all Programs.
8. On the National Auxiliary website, vfwauxiliary.org, you will find all the resources to assist you in your duties:
    - Necessary forms
    - Training videos
    - Event schedules
    - *VFW Auxiliary Magazine*
    - Program information
    - National Ambassador blog posts
9. Sign up for the VFW Auxiliary e-newsletter at vfwauxiliary.org. It has up-to-date information on many subjects and keeps you connected to VFW Auxiliary National Headquarters. *VFW Auxiliary Magazine* comes out every other month starting in January and has information, and inspiring and motivating stories. Be sure to share your District's story from an event or project with National Headquarters to info@vfwauxiliary.org.

10. The District is a School of Instruction, and the District Officers' and Chairmen's duties are to educate the Auxiliaries at District meetings.

11. Your National Bylaws and Ritual must be the current edition. This will be your go-to book for most of your answers. Take the time to read through and acquaint yourself with the workings of the organization. You can purchase current National Bylaws (known as the *Podium Edition: Bylaws and Ritual*) from the VFW Store, vfwstore.org. Digital versions are also available.

12. Have a team meeting with all your Auxiliary Presidents in your District to see who might be interested in taking a Chairmanship. You will want all of your District Auxiliaries involved with your term of office.

13. Speak with your District Commander to possibly have a joint Officers and Chairmen meeting to work as a team in planning and presenting Programs. Working together as a TEAM will bring success.

14. Keep a good working and communicating relationship with the District Commander and your Auxiliary Presidents.

15. After the Department Convention, you will officially take office. Now the excitement within the District begins.

Being Prepared

1. Be prepared for your meetings with an agenda, current National Bylaws, gavel and any correspondence you have received to hand to your Secretary. A sample agenda/order of business can be found on Page 29 of this guidebook.

2. It is the job of the Conductor/Conductress to see that the meeting is set up properly. As a District President, it will be your job to see that it is carried through.

3. Highlight your part of the meeting in the Ritual section of the National Bylaws.

4. Before every meeting, make contact with your District Secretary for any unfinished or new business. Make contact with the Treasurer to ensure that all financial obligations have been met and if there is anything that needs to be brought forth on the meeting floor. The agenda can also be sent to Auxiliaries in advance of the meeting.

5. Make a list of the Chairmen who will be making their training presentation to assure you don't leave anyone out.

6. Have notes ready for discussion you might have about an event or upcoming Programs.

7. Make sure all Officers have a current National Bylaws and Ritual and know their Ritual parts.

8. Start your meetings on time. Keep your meeting short and informative.

9. Be enthusiastic with the Programs and make sure that you thank the Chairmen and members for attending and participating.

10. Dress appropriately; you lead by example.

11. As a suggestion, at your first meeting you might want to ask the District Commander to come and be introduced to the Auxiliary. Let the Commander know that the Auxiliary is there to work with the VFW and to help our veterans and their families.

12. At your meetings, if a question is asked that you cannot answer, be honest and tell them you do not know but will find out the answer and report back. Honesty is the best policy.

13. If your Department has a School of Instruction, make every effort to attend. Encourage your members, Officers and Chairmen to attend. Current information on Programs and reporting is given at that time.

Leadership Role

1. Your leadership role as a District President is to inspire, educate and motivate others, and to create a vision of the future that is vivid and compelling and that motivates members to want to be active and achieve. Everyone wants to be a part of something that makes a difference in their community. As a leader, you are best able to help the members of your team connect what they do in their community with the impact of our mission of service to our veterans, service members and their families.

2. You are a member of the Department Council of Administration. Attend all Department Council of Administration meetings to represent the wishes of those VFW Auxiliaries within the District; in your absence, the District Senior Vice-President or the District Junior Vice-President may function as a member of the Council of Administration.

3. You are a liaison between the VFW Auxiliaries in the District and the Department Auxiliary. Any issues or concerns should be brought to the attention of the Department President or Chief of Staff.

4. **Required**: Hold at least one VFW Auxiliary District meeting each year to promote School of Instruction for VFW Auxiliaries Officers and Chairmen. District Chairmen (if applicable) promote the National and Department Programs. Officers can do a brief description of the duties of their office.

5. Make contact with your Department President for the Official Visit to your District.

6. As soon as possible, create a calendar of events of all District meetings, Official Visits of Auxiliaries and Department Council of Administration meetings.

7. **Required:** Preside over the District Convention, where the Officers for the incoming year are elected and installed; there may be a Memorial Service held at the discretion of the District President.

8. **Required:** 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. Appointment is subject to the approval of the Department President. ***(Refer to Sec. 609)***

9. Other meetings may be called by the District President when, in his/her judgment, it is in the best interest of the members, or when instructed by a majority vote of the members present at a District Convention or stated meeting.

10. Within thirty (30) days after assuming the duties of District President, submit to the District Commander of the corresponding District of the VFW, the last quarterly audit, membership status report and such additional records as may be required by the Liaison Committee. ***(Refer to Article VIII, Sec. 810)***

11. Enforce strict observance of the National Bylaws and Ritual and all orders from proper authority.

We hope these guidelines helped you in some way. There is so much to learn. Do the best you can. That is all that anyone can do. Thank you for being District President!

Good luck! The success of your term of office depends on your leadership.

Auxiliary Official Visits by District President

1. Make contact as soon as possible with all your VFW Auxiliary Presidents and set up your schedule for your Official Visits. Keep in mind that you cannot do your own Auxiliary. If you are unable to complete an Official Visit the Department President will assign someone else. (This could be the District Senior or Junior Vice-President, or any person who has held the office of District President or higher office.)

2. Again, keep the lines of communication open to the Auxiliaries and remind each of the upcoming visit.

3. Carry the Department President's message, know the Programs and be ready to respond to inquiries if the VFW Auxiliary President does not know.

4. Be prepared at each Official Visit with the following:
    a. At least three (3) copies of the Department's District Official Visit Form, one copy to the Auxiliary, one copy to the Department and one copy for your files. Fill out all areas completely and honestly. (A sample form can be found on Page 39 of this guidebook.)
    b. Pen or pencil
    c. Talking points
    d. Paper (A laptop or tablet may also be used to take notes.)
    e. Name of President, Secretary and Treasurer
    f. Current National Bylaws
    g. Department Program Book and/or National Program Book (optional)
    h. Smile and positive attitude
    i. Attire as determined by the Department President

5. What to look for – "District President's Official Visit to Auxiliaries – Guidelines and Expectations" (Refer to Page 13 of this guidebook)

6. Check with your Department Chairmen/Secretary to see if the Auxiliary is up to date on reporting, Programs, audits and membership.

7. Take notes of all their achievements and also any improvements that can be made.

8. When reviewing the books, be sure that motions of money spent as described in the Secretary's minutes match the checks written by the Treasurer, or are covered in the Auxiliary Standing Rules.

9. Report any information and concerns to the Department. Be honest. If you are not honest, you are not helping the Auxiliary, District, Department or the National Organization. **This is the purpose of the Official Visit: to assist and keep good, strong, healthy Auxiliaries.**

10. Make sure you compliment the Auxiliary on their great work. Be enthusiastic. Express how important they are to the mission of service to veterans. Thank them for being members and for all they do.

11. If the Auxiliary is not in good working order, the Department President must be notified. She/he will either have you continue as a mentor or appoint an ongoing mentor.
12. Dress appropriately and set a good example.
13. Always begin and end with a “Thank You.” Those two words can never be said enough.
14. Wear a smile and have an upbeat tone in your voice. Remember, we are all volunteers.

Official Visit Guidelines and Expectations

The Official Visit to the Auxiliary by the District President is necessary to see that the Auxiliary is in good working order, to communicate with the membership on the current events, Programs, National Bylaws and Ritual, and any changes from the National and Department VFW Auxiliary.

Preparation	VFW Auxiliary President Duties	District President Duties
Prior to Official Visit	Coordinate with District President to schedule a date and time for the Official Visit. Confirm any meals and if any guests are coming.	Initiate scheduling process with the VFW Auxiliary to attend a regular business meeting. Inform the VFW Auxiliary of any guests or special needs.
Being Prepared	Current National Bylaws, Robert's Rules of Order, current National and Department Program Books, current Department communications, President's and Treasurer's Bond, roster of VFW Auxiliary Chairmen, meeting agenda and pen/paper for notes.	Current National Bylaws, Robert's Rules of Order, current National and Department Program Books, current Department communications, President's and Treasurer's Bond, roster of Department and District Chairmen, meeting agenda, and pen/paper for notes. Three (3) copies of Official Visit Report Form.
Meeting Room	Make sure that the room is set with the U.S. Flag, charter, altar cloth, Bible and chairs for the meeting. Banner, POW/MIA flag and Patriotic flag are optional.	Sit to the right of the VFW Auxiliary President.
Agenda & Gavel	Have an agenda/order of business to ensure the meeting is conducted according to the Ritual. Have the gavel present as an emblem of authority, but use it according to the Ritual and with discretion.	Follow along with the agenda to ensure that the meeting is conducted according to the Ritual. Make notes on Programs covered, etc. Have comments. Be brief but truthful and complimentary. Always let the membership know how important they are. Have talking points on upcoming dates, events and Programs.
Books of Secretary and Treasurer	It is the President's duty to see that the Secretary's and Treasurer's books are available for review. Must have available a copy of the last 990 and/or any other state or local filings. Copies of President's and Treasurer's bonds and copies of audits are to be incorporated into the Secretary's minute book.	Sign and date each set of books after reviewing: Signatures of Trustees of audited books; incorporation of Treasurers report(s) and audit(s) into minutes by the Secretary; proof of a bond for the President and Treasurer in the Secretary's minutes and/or record book.
Chairmen's Reports	If a Chairman is absent, have a report given on that Program and describe the VFW Auxiliary participation.	Listen to each report, noting strengths and weaknesses. When called upon to comment, offer suggestions and encouragement. Offering a solution will lead to progress.
After the Meeting	Make sure the District President has what he/she needs in order to complete the Official Visit report.	Complete Official Visit report and give a copy to both the VFW Auxiliary and Department. Be honest. Report any concerns.

District Senior Vice-President

1. MALTA – If you have not already done so, activate your MALTA account by going to vfwauxiliary.org and click on MALTA Member Login. You will need your membership ID number, which can be found on your membership card or on the back of your *VFW Auxiliary Magazine* on the mailing label above your name.
2. Be prepared to assume the President's responsibilities at any given time.
3. Make every effort to attend District and Department meetings, Conferences and Conventions.
4. Assist your President whenever called upon.
5. Keep the lines of communication open and be a TEAM player.
6. Sign up for the VFW Auxiliary e-newsletter at vfwauxiliary.org. It has up-to-date information on many subjects and keeps you connected to VFW Auxiliary National Headquarters. *VFW Auxiliary Magazine* comes out every other month starting in January and has information, and inspiring and motivating stories. Be sure to share your District's story from an event or project with National Headquarters to info@vfwauxiliary.org.
7. Your National Bylaws and Ritual must be the current edition. This will be your go-to book for most of your answers. Take the time to read through and acquaint yourself with the workings of the organization. You can purchase current National Bylaws (known as the *Podium Edition: Bylaws and Ritual*) from the VFW Store, vfwstore.org. Digital versions are also available.
8. Work discreetly with your incoming Commander, but do not interfere with the current Officers' plans. Plan a meeting with all newly appointed Program Chairmen and Officers and share their duties and expectations. Share dates and events you have planned. Remember that a District is a School of Instruction.
9. Each District has their own traditions and obligations for District Senior Vice-President. Be sure you know and understand what is expected of you.
10. Get to know your membership. Listen to what they have to say.
11. Always remember to say "Thank You" at all times.
12. Share your knowledge and best practices with the incoming District Senior Vice-President.
13. Wear a smile and have an upbeat tone in your voice. Remember, we are all volunteers.

District Junior Vice-President

1. MALTA – If you have not already done so, activate your MALTA account by going to vfwauxiliary.org and click on MALTA Member Login. You will need your membership ID number, which can be found on your membership card or on the back of your *VFW Auxiliary Magazine* on the mailing label above your name.
2. Be prepared to represent the President at any given time.
3. Encourage all members to attend Department meetings, such as Council of Administration meetings, Conference meetings and Convention. All members in good standing are encouraged to attend all Department and National meetings. Provide dates, places, times and registration information.
4. You may be called upon to attend an Auxiliary Official Visit if called upon by the District President and/or Senior Vice-President.

5. Assist your President whenever called upon.
6. Keep the lines of communication open and be a team player.
7. Each District has their own traditions and obligations for District Junior Vice-President. Be sure you know and understand what is expected of you.
8. Your National Bylaws and Ritual must be the current edition. This will be your go-to book for most of your answers. Take the time to read through and acquaint yourself with the workings of the organization. You can purchase current National Bylaws (known as the *Podium Edition: Bylaws and Ritual*) from the VFW Store, vfwstore.org. Digital versions are also available.
9. Get to know the members in your District. Listen to what they have to say.
10. Remember to say "Thank you" at all times.
11. Wear a smile and have an upbeat tone in your voice. Remember, we are all volunteers.

District Secretary

1. MALTA – If you have not already done so, activate your MALTA account by going to vfwauxiliary.org and click on MALTA Member Login. You will be given access to your Secretary duties beginning July 1. You will need your membership ID number, which can be found on your membership card or on the back of your *VFW Auxiliary Magazine* on the mailing label above your name.
2. Keep a proper record of the minutes of each meeting:
    - Treasurer's report and audit reports must be incorporated in the minutes.
    - Copy of President's and Treasurer's bonds shall be incorporated into the minutes each year.
3. 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. Consideration should be given to the cost of printing when voting. ***(Refer to Sec. 812)***
4. A sample agenda/order of business and a motion worksheet can be found on Page 32 of this guidebook.
5. Perform other duties as assigned by the President.
6. Immediately following Installation, input into MALTA the elected and appointed Officers; or submit the Installation Report Form to the Department Secretary prior to June 30. Any installation reports received after June 30 would be sent to the National Secretary.
7. You will receive lists of Delegates and Alternates from each Auxiliary. It will be your responsibility to register at each District meeting/Convention the Auxiliary Delegates and Alternates; the District elected and appointed Officers; Past District Presidents; and Past Department Presidents. You will use this information for the purpose of any roll call vote and election of Officers at the District Convention. ***(Refer to Article V-Districts for composition and quorum information.)***
8. Transfer to your successor, without delay, all papers, books and other property of the VFW Auxiliary in his/her possession.

DEPARTMENT OFFICERS

Department President *(Refer to Sec. 810 and 810D)*

Congratulations, you have been elected to the highest office in your Department!

Guidelines have been established to assist you in having an effective and productive year as VFW Auxiliary Department President, and to give you the confidence and knowledge to successfully perform your duties and obligations.

Best Practices of a Department President

1. MALTA – If you have not already done so, activate your MALTA account by going to vfwauxiliary.org and click on MALTA Member Login. You will be given access to your President duties beginning July 1. You will need your membership ID number, which can be found on your membership card or on the back of your *VFW Auxiliary Magazine* on the mailing label above your name.

2. Always have a positive attitude; your attitude sets the tone for your year.

3. Choose an Installing Officer to install you and your Officers for your term of office. Your Installing Officer must be a person who has held the office of Department President, Department Commander or higher office.

4. If you are doing a Joint Installation with your VFW Department, you will need to talk with your incoming Commander and both agree upon a date and time. **Do not assume anything**. You must request permission for a Joint Installation if it's held after the close of your Department Convention. ***(Refer to the Booklet of Instructions for further information)***

5. You have attended the National Senior Vice-Presidents' Conference and received your Program information and training to help you be the best Department President you can be.

6. You will need to appoint Chairmen and appointed Officers for your term of office. Make sure that all your Chairmen and Officers receive their expectations and duties. Please keep in mind your choice of Chairmen should have email. Otherwise, it will be up to you to pass on any information from National Headquarters to them.

7. Hold a meeting to distribute all the information you received at the Senior Vice-Presidents' Conference. Present to your team of Chairmen and Officers all your dates and expectations for the year.

8. Meet with the Department Treasurer and Budget Committee to review the annual budget so that it aligns with plans for the year.

9. On the National Auxiliary website, vfwauxiliary.org, you will find all the resources to assist you in your duties:
    - Necessary forms
    - Training videos
    - Event schedules
    - *VFW Auxiliary Magazine*
    - Program information
    - National Ambassador blog posts

10. Sign up for the VFW Auxiliary e-newsletter at vfwauxiliary.org. It has up-to-date information on many subjects and keeps you connected to VFW Auxiliary National Headquarters. *VFW Auxiliary Magazine* comes out every other month starting in January and has information, and inspiring and motivating stories. Be sure to share your Department's story from an event or project with National Headquarters to info@vfwauxiliary.org.

11. Your National Bylaws and Ritual must be the current edition. This will be your go-to book for most of your answers. Take the time to read through and acquaint yourself with the workings of the organization. You can purchase current National Bylaws (known as the *Podium Edition: Bylaws and Ritual*) from the VFW Store, vfwstore.org. Digital versions are also available.

12. Have a meeting with your District Presidents to form an open line of communication. The District Presidents are a liaison between the Auxiliaries and the Department President. Set a date for the Official Visit to their District.

13. Once a struggling Auxiliary has been identified, based upon need, either an Aide/Mentor is assigned or recommendation for Suspension
    - Election would be held as needed
    - Training provided on responsibilities and duties of Officers and members
    - Special attention should be made to the offices of Treasurer and Trustees

14. Cancellation of Auxiliaries
    - Show proof of mentorship and proof of attempts of the Department to assist the Auxiliary in becoming healthy
        - Was a recruiting event held
        - Was local media used to attract interest
        - Made contact with Post for possible eligible members
    - Proof of Department establishing contact with ALL active members of the Auxiliary with the status of their Auxiliary
        - Notification of date to take the vote
        - Notification of which way the vote went
        - Begin working with the members to transfer them into other active Auxiliaries
    - Final step is for the members to be notified that the cancellation was approved by National

15. Consolidation of Auxiliaries (The VFW determines if Posts will consolidate. The Auxiliary must follow.)
    - A Department Representative shall be appointed to oversee the election of Officers for the newly consolidated Auxiliary within 60 days of official consolidation

      (Communication is key to ALL active members understanding the changing status of their Auxiliary. It's important that a Department assist the Auxiliary in accomplishing that task.)

16. Make contact with the VFW and/or any other necessary members to set up your Council meetings and special events.

17. Speak with your Department Commander to possibly have a joint Officers and Chairmen meeting to work as a team in planning and presenting Programs. Working together as a TEAM will bring success.

18. Keep a good working and communicating relationship with your Department Commander and District Presidents.

19. After your Department Convention, you will officially take office. Now excitement within the Auxiliary begins!

Being Prepared

1. Be prepared for your meetings with an agenda, current National Bylaws, gavel and any correspondence you have received to hand to your Secretary. A suggested agenda/order of business can be found on Page 29.

2. It is the job of the Conductor/Conductress to see that the meeting room is set up properly. As a Department President, it will be your job to see that it is carried through.

3. Highlight your part of the meeting in the Ritual section of the National Bylaws or speak with your Department Secretary for a script.

4. Before every meeting, make contact with your Department Secretary for any unfinished or new business. Make contact with the Treasurer to ensure that all financial obligations have been met and if there is anything that needs to be brought forth on the meeting floor.

5. Make a list of the Chairmen and/or Committees who will be making presentations to assure you don't leave anyone out.

6. Have notes ready for discussion you might have about an event or upcoming Programs.

7. Encourage all Officers have a current National Bylaws and Ritual and know their Ritual parts.

8. Start your meetings on time. Keep your meeting short and informative.

9. Be enthusiastic with the Programs and make sure that you thank the Chairmen and members for attending and participating.

10. Dress appropriately; you lead by example.

11. As a suggestion, at your first meeting you might want to ask the Department Commander to come and be introduced to the Auxiliary. Let the Commander know that the Auxiliary is there to work with the VFW and to help our veterans and their families.

12. At your meetings, if a question is asked that you cannot answer, be honest and tell them you do not know but will find out the answer and report back. Honesty is the best policy.

Leadership Role

1. Your leadership role as a Department President is to inspire, educate, motivate and communicate, to create a vision of the future that is vivid and compelling, and that motivates members to want to be active and achieve. Everyone wants to be a part of something that makes a difference in the community. As a leader, you are best able to help the members of your team connect what they do in their community with the impact of our mission of service to our veterans, military and their families.

2. Your first duty is to hold a Council meeting in order to pass the budget. Within 30 days of assuming the duties of Department President, submit to the VFW Department Commander the last quarterly audit and member status report, as well as additional reports that may be required by the Liaison Committee. ***(Per VFW Manual of Procedure, Article XI, Sec. 1101, Reports; also refer to VFW Auxiliary Bylaws, Article VIII, Sec. 810, President, Duties of All Levels)***
3. See that all dues and other monies due to National Headquarters are received.
4. See that the office of the Department President and Treasurer are bonded with sufficient security in a sum to be approved by the Council of Administration. The Department President shall hold the bond.
5. Make Official Visits to each District and the Auxiliaries where there is no District.
6. Review all Auxiliary Official Visit Forms from the District Presidents to make sure there are no areas of weakness. You can work with the District President, Deputy District Chief of Staff, Department Chief of Staff or another appointed member to the best way to proceed, i.e., mentoring, Suspension, etc.
7. Recommend Suspension of those Auxiliaries that do not comply with the National Bylaws regarding audits, installation reports, bonds, etc.
8. **Only after you and your team of mentors have done all that you can to make things work, have made contact with all the members, tried to recruit new members through the VFW Post and/or the community and the Auxiliary still fails to improve, a recommendation can then be made to National Headquarters for cancellation, with proof of an all-out effort to rebuild and strengthen the Auxiliary.**
9. Maintain open lines of communication with the Department Council of Administration, Chairmen and members.
10. Complete training for all levels in the Department. (Auxiliary, District and Department)
11. A visit request for your National District Council Member must be sent to National Headquarters by the deadline on the request form. The National Secretary-Treasurer will be the one to make contact with the National District Council Member, who will in turn make contact with you.
12. Keep a calendar book with you at all times. Do not depend on your memory!
13. **Suggestion:** Keep a record at all times for any situations, complaints, phone calls or any other problems. This will help you keep track of who, when, where and how it was handled. Make sure you record the name and date from the beginning to the completion of the situation or problem.
14. Love gifts are appropriate but optional for any National Representative.
15. Consider keeping small wrapped gifts in your car for unexpected presentations.
16. Listen to what your members are saying. You are the Department President because they voted you in. They now become your priority. If you say you will get back to the membership, make sure you do. Respect is important. Trust is more important.
17. Wear a smile and have an upbeat tone in your voice. Remember, we are all volunteers.

We hope these guidelines helped you in some way. There is so much to learn. Do the best you can. That is all that anyone can do. Thank you for your leadership as the VFW Auxiliary Department President!

Good luck! The success of your term of office depends on your leadership.

Suggested Department and National Event Attendance

- National Convention – Appoint two members to carry Color Bearer Flags during the Presentation of Colors
- National Mid-Year Conference
- National Celebrating America's Freedom Event
- Department-Sponsored Events
- Conference Meetings
- National President's Celebration
- National Voice of Democracy Parade of Winners

District Visit by Department President

1. Make contact as soon as possible with all your District Presidents and set up your visits.
2. Keep the lines of communication open to the District and remind each of the upcoming visits.
4. Make sure the District is fulfilling their obligation as a School of Instruction.
5. Recognize any member who may be holding a National or Department position.
6. Dress appropriately and set a good example.
7. Always begin and end with a "Thank you." Those two words can never be said enough.

Your Department Convention

1. Choose a capable Convention Chairman and Committee.
2. Make sure all understand their duties and expectations.
3. Contact the VFW as to when and where the Convention is to be held.
4. Work with the VFW in a positive and accepting way.
5. Work with your committee and form your convention agenda.
6. Send invitations to special guests and hospital directors, etc.
7. Reserve a room for the National Representative. (They will pay for the room on arrival.)
8. Plan room set-ups for any events, such as luncheons, Council of Administration meeting and workshops.
9. Work with the Senior Vice-President on any workshops or training sessions he/she may want.
10. Choose awards for presentation and any gifts.

11. Create an agenda and/or script that includes everything from the Opening to the Closing, including raps of the gavel, guest biographies, etc.

Department Senior Vice-President

1. MALTA – If you have not already done so, activate your MALTA account by going to vfwauxiliary.org and click on MALTA Member Login. You will need your membership ID number, which can be found on your membership card or on the back of your *VFW Auxiliary Magazine* on the mailing label above your name.
2. Be prepared to assume the President's responsibilities at any given time.
3. Assist your Department President whenever called upon.
4. Keep the lines of communication open and be a TEAM player.
5. Sign up for the VFW Auxiliary e-newsletter at vfwauxiliary.org. It has up-to-date information on many subjects and keeps you connected to VFW Auxiliary National Headquarters. *VFW Auxiliary Magazine* comes out every other month starting in January and has information, and inspiring and motivating stories. Be sure to share your Department's story from an event or project with National Headquarters to info@vfwauxiliary.org.
6. Your National Bylaws and Ritual must be the current edition. This will be your go-to book for most of your answers. Take the time to read through and acquaint yourself with the workings of the organization. You can purchase current National Bylaws (known as the *Podium Edition: Bylaws and Ritual*) from the VFW Store, vfwstore.org. Digital versions are also available.
7. Prepare for your year as Department President.

    - You will be attending the National Senior Vice-Presidents' Conference. Dates and location, as well as authorization to travel, will come from National Headquarters.

    - Prior to you attending the Senior Vice-Presidents' Conference, National Headquarters will request the name of your Department Secretary and the preferred dates for the Official Visit to your Department by the National President during your term as Department President.
    - At the Senior Vice-Presidents' Conference, you will be given information on the National Programs and training for your year as Department President.
    - Bring this information back to your Department and prepare for your own training and Program year on all levels of your Department.
    - After returning from the Senior Vice-Presidents' Conference, begin to make your appointments for Program Chairmen, Appointed Officers, Committees, and VAVS Representative and Deputy Representative. When making your appointments, clearly explain your expectations and their duties for your year.
    - Work with your incoming Department Commander.
        - If you are doing a Joint Installation with your VFW Department, you will need to talk with your incoming Commander and both agree upon a date and time. **Do not assume anything**. You must request permission for a Joint Installation if it's held after the close of your Department Convention. ***(Refer to the Booklet of Instructions for further information)***

- Plan a meeting with all the newly appointed Program Chairmen and Officers to share and communicate their duties and expectations. Keep the lines of communication open.
    - Share dates and events you have planned.
    - Explain the expectations of promoting their Program
    - Explain how to send their promotion of the Program to their National Ambassador after each promotion has been presented.
- Plan your theme and/or logo and order items such as pins or shirts.

8. Each Department has their own traditions and obligations for Department Senior Vice-President. Be sure you know and understand what is expected of you.
9. Get to know your membership. Listen to what they have to say.
10. Always remember to say "Thank You" at all times.
11. Share your knowledge and best practices with the incoming Department Senior Vice-President.
12. Wear a smile and have an upbeat tone in your voice. Remember, we are all volunteers.

Department Junior Vice-President

1. MALTA – If you have not already done so, activate your MALTA account by going to vfwauxiliary.org and click on MALTA Member Login. You will need your membership ID number, which can be found on your membership card or on the back of your *VFW Auxiliary Magazine* on the mailing label above your name.
2. Be prepared to represent the President at any given time.
3. Assist your Department President whenever called upon.
4. Keep the lines of communication open and be a TEAM player.
5. Your National Bylaws and Ritual must be the current edition. This will be your go-to book for most of your answers. Take the time to read through and acquaint yourself with the workings of the organization. You can purchase current National Bylaws (known as the *Podium Edition: Bylaws and Ritual*) from the VFW Store, vfwstore.org. Digital versions are also available.
6. Start initial planning for your year as Department President.
    - You will be attending the National Junior Vice-Presidents' Conference. Dates and location, as well as authorization to travel, will come from National Headquarters.
    - You may be attending a Junior Vice-Presidents' Orientation at the VFW National Home. This information will come directly from the National Home. Both Department Junior Vice-Commanders and Department Junior Vice-Presidents attend this event. The National Home provides information and a tour of the campus.
    - Start considering your theme and/or logo. Observe what works and doesn't work in your Department, and always work in the best interest of the members and Organization.
7. **No appointments should be made or promised until you have attended the Senior Vice-Presidents' Conference. However, be watching for potential Chairmen and other appointments as you meet members. Look for members who show enthusiasm and knowledge of Programs, are dependable and have a love and understanding of the Organization's mission. Familiarize yourself with the possible number of appointments needed. The Department Secretary may assist.**

8. Each Department has their own traditions and obligations for Department Junior Vice-President. Be sure you know and understand what is expected of you.
9. Get to know your membership. Listen to what they have to say.
10. Always remember to say "Thank You" at all times.
11. Share your knowledge and best practices with the incoming Department Junior Vice-President.
12. Wear a smile and have an upbeat tone in your voice. Remember, we are all volunteers.

Department Secretary

1. Take a complete record of the minutes or transcripts of all Council of Administration meetings, which must be preserved as a permanent record. Copies of these minutes or transcripts must be distributed to each member of the Council of Administration.
2. Preserve copies of Department Convention minutes or transcripts as a permanent record. Distribute via mail or email to members of the Convention Composition, or post electronically for member access.
3. Conduct correspondence and issue the necessary orders by the direction of the President.
4. Keep proper files of all correspondence to include copies of all General Orders and any Special Orders issued.
5. Maintain a roster of all Department Officers and committees; District Presidents, Secretaries and Treasurers; and Auxiliary Presidents, Secretaries and Treasurers. Include meeting times and locations.
6. Prepare all books and forms required for the use of the Department under the direction of the President.
7. Prepare annual reports of Department Officers and Department Chairmen for distribution to Department Delegates who register for Convention.
8. You will receive lists of Auxiliary Delegates and Alternates for Department Convention. It will be either your responsibility or that of the Department Credentials Chairman to prepare the necessary paperwork for the registering of Auxiliary Delegates and Alternates; the Department elected and appointed Officers; and Past Department Presidents. The Department Credentials Chairman will be the one to register each of the above listed individuals and use this information for the purpose of any roll call vote and election of Officers at the Department Convention/Meeting. ***(Refer to Article VI-Departments for composition and quorum information)***
9. Maintain a file of all original contracts; provide copies to the Department Treasurer.
10. Receives reimbursement for mileage to and from Department Convention and Council of Administration meetings from the Department Treasury. ***(Refer to Sec. 812B)***
11. Transfer to your successor without delay all papers, books and other property of the Department in your possession.

OTHER OFFICERS, ALL LEVELS

Pay attention as you ascend the line to the duties of other Officers. You may need to move up sooner than expected.

Chaplain

The Chaplain shall perform such duties in connection with their office as the Ritual may prescribe or the President may require. ***(Refer to Article VII, Sec. 817)***

Auxiliary Chaplain

- Perform the opening and closing prayer at all meetings and events.
- Present the names of those who are ill, deceased, etc., at your meetings.
- Call and make visits to the ill on behalf of the Auxiliary.
- May send thinking of you, sympathy and get well cards in accordance with the Auxiliary's policy.
- Report what cards were sent and any deceased members at your Auxiliary meeting. (This may be done by the Veterans & Family Support Chairman.)
- Prepare for the Memorial Service, if the Auxiliary is to have one. (A list of deceased members may be obtained by the Auxiliary Treasurer in MALTA.)
- Prepare and make contact with the Auxiliary members if a Memorial Service is to be performed at a funeral home or given location.
- Be prepared at all times with the items needed to perform the Memorial Service for deceased Auxiliary members.

District Chaplain

- Perform the opening and closing prayer at all meetings and events.
- Present the names of those who are ill, deceased, etc., at your meetings.
- May send thinking of you, sympathy and get well cards in accordance with the District's policy.
- Prepare for the Memorial Service, if the District is to have one. (A list of deceased members may be obtained by the District Treasurer in MALTA.)
- Educate the Auxiliaries on the duties of the Chaplain.

Department Chaplain

- Perform the opening and closing prayer at every meeting and events.
- May send thinking of you, sympathy and get well cards in accordance with the Department's policy.
- Prepare for the Memorial Service for the Department Convention. (May be held jointly with the VFW. A list of deceased members may be obtained by the Department Treasurer in MALTA.)
    - Memorial Altar Cloth and Bible
    - Flowers for each Auxiliary, any District Officer, Department Officer, Past Department President, Past National President, etc. as is customary in your Department.
    - Practice in advance with your Color Bearers.
    - Prepare the Memorial Program with your Department President's input.

Conductor/Conductress All Levels

The Conductress/Conductor shall assist the President and perform such duties as the Ritual may prescribe and shall arrange the room and put items away at the close of the meeting. ***(Refer to Article VIII, Sec. 818)***

- Be well versed in the National Bylaws and Ritual, as well as the Floor Plans provided in the current *Podium Edition: Bylaws and Ritual*.
- Examine each member's dues cards, as directed by the President. In most cases the Guard should check the membership cards prior to entering the meeting.
- Rise at the command of the President for the purpose of roll call. As the Secretary calls the roll of Officers, you will respond "present" or "absent" for each position called.
- At the command of the President, rise and advance to the rear of the altar standing to the left of the Chaplain, with or without floor work, for the opening and closing prayers.
- Escort guests or members into or during the meeting as directed by the President.
- Follow the direction of the President and Chaplain should the President choose to hold a Memorial Service.
- Follow any other commands of the presiding Officer, such as passing out items, etc. [NOTE: Districts should educate the Auxiliaries on the duties of the Conductor/Conductress.]

Guard All Levels

- Always wear a welcoming smile, greet with enthusiasm and assist with any directions or questions.
- The Guard is the first member members and guests see when entering the room. Make a great first impression.
- Take your place at the door of the room in which the meeting is held.
- Admit only those who are entitled to attend.
- Do not leave your position at the door while the meeting is in session unless relieved by someone appointed by the Presiding Officer to fill the station.
- Announce to the President any guest wishing to enter the meeting.
- May admit members between each individual Officer election. Familiarize yourself with Booklet of Instructions Election Procedure.

Patriotic Instructor All Levels

The Patriotic Instructor shall see that the room is in keeping with the Ritual and shall instruct the members in the proper use of and salute to the Flag. They shall also maintain a record of all patriotic days and initiate Programs for their proper observance and perform such other duties as the President may require. ***(Refer to Article VIII, Sec. 820)***

- The Patriotic Instructor may carry the Patriotic Instructor Flag in events and parades.
- Each Auxiliary may have a Patriotic Instructor's Flag, four Color Bearer Flags, Flag and Banner Bearer Flag and stands for each. The Flag Bearer Flag is 2' x 3', and the Patriotic Instructor's Flag is 3' x 5'.
- The Patriotic Instructor's Flag shall be placed on the floor level at all times and to the RIGHT of the presiding Officer, between the President's and Secretary's stations.
- A POW/MIA Flag may be posted prior to the meeting. ***(Refer to the Ritual, General Instructions)***
- Members of the Auxiliary shall rise and salute the Flag by placing the palm of the right hand flat over the heart, or use the Military Salute if a veteran.
- When Taps is played, all present shall stand, face the Flag and salute (if able).
- When the Flag is displayed and the National Anthem is played and/or sung, all present shall stand, face the Flag and salute (if able).
- When the Flag is not displayed and the National Anthem is played and/or sung, all present shall stand, face the music and salute (if able).
- Review and keep one copy of "Understanding Auxiliary Traditions," available at vfwauxiliary.org/resources.

[NOTE: Patriotic Instructor and Americanism/Loyalty Day in some cases have been one member appointed by the President.]

Color Bearers, Flag Bearers & Banner Bearers All Levels

The Color Bearers, Flag and Banner Bearers shall have charge of the Colors and banner, and perform such other duties as the Ritual or President may require. ***(Refer to Article VII, Sec. 821 and the Ritual)***

- Each Auxiliary may have a Patriotic Instructor's Flag, four Color Bearer Flags, Flag and Banner Bearer Flag and stands for each. The Flag Bearer Flag is 2' x 3', and the Patriotic Instructor's Flag is 3' x 5'.
- The Color Bearers Flags shall be held at attention with the right hand holding the top of the pole and the left hand holding the bottom of the pole with the arm across the waist. ***(Refer to the Ritual, General Instructions, Diagram 2)***
- The Color Bearers carrying the Flags **DO NOT** sing the National Anthem or recite the pledge to the Flag. ***(Refer to Ritual, Page 4)*** They always place the Flags in stands before sitting down. Stands must be placed at the right of the Color Bearers chairs***. (Refer to Ritual, Floor Plan 1)*** While seated, Color Bearers shall sit at attention with feet on the floor.
- When Officers (including the Color Bearers, Flag Bearer and Banner Bearer) vacate their stations, but remain in the room, the chair does not have to be filled by another member.

Historian All Levels

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. ***(Refer to Article VII, Sec. 822)***

Auxiliary Historian

- Document the Auxiliary activities and accomplishments into a permanent record.
- In some Departments, the Department may request each to submit an Auxiliary Historian Report.

District Historian

- Provide instruction to Auxiliary Historians.

Department Historian

- Attend the National President's Official Visit and submit report to the National Historian in detail as directed by National Historian. Compile the Department President's travels and Department activities into a permanent record.
- Attend Council of Administration meetings
- Attend Department events (Optional but encouraged for photos. If you are unable to attend, make arrangements for someone else to take the photos.)

National Historian

- Compile the National President's travels into a permanent record of the National President's choosing, while adhering to the prescribed budget allowed.
- Guide and direct Department Historians.

RESOURCES

Standing Rules Guidelines

Purpose: To establish guides for specified operations, activities, events, expenses and disbursements between Auxiliary meetings. Often Standing Rules contain the information for the Treasurer to use as a guide in reimbursing members or donations per the amount allowed in the budget. They may state what to pay, when and to whom.

Who May Have Standing Rules ***(Refer to Article II, Sec. 211):*** Auxiliaries at all levels 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. It is suggested that Standing Rules be reviewed annually.

Standing Rules may also contain general operating procedures, for example:

- What travel may be reimbursed and how much
- Department or District dues amounts
- Officers' duties
- Annual donations

Status of a Standing Rules ***(Refer to Article II, Sec. 211)*** Standing Rules may be:

- Amended, modified or rescinded at any meeting
- Become effective immediately

- If prior notice is given, Standing Rules will come up for discussion, a majority vote of those members can bring about change.

- If previous notice is not given, two-thirds (2/3) vote is required.

No Standing Rules:

If an Auxiliary, County Council, District or Department does not have Standing Rules, business is efficiently conducted by motion made, seconded and passed on the Auxiliary floor prior to money being disbursed or general operating procedures being conducted.

If there is a need to clarify the budget or establish an approval for funds to be disbursed between meetings, then Standing Rules might be needed.

Samples of Standing Rules:

Pay bond

Pay for flowers

Pay Health & Happiness

Pay District Dues

Membership dues on each level

Love gifts

Program awards

Travel expenses

Sample Auxiliary President Monthly Meeting

AUXILIARY PRESIDENT MONTHLY MEETING OUTLINE

Call to Order: Date:_____ Time_____AM PM

Inspection of Dues Cards by the Conductor/Conductress – Number present ___

Roll Call: Name substitutes of Officers that fail to respond to Roll Call

_____

_____

Ritualistic Opening

Guests: Ask Department Officers, if any, to retire. Escort with/without colors, Department Officers & District President. District President is to be escorted first and alone when make Official Visit (Inspection).

Names and office

_____

Reading and referring of Petitions for Membership.

Candidate Investigating Committee

_____

_____

Report of Investigating Committee _____

Voting on Candidates _____

Initiation

_____

Presentation of Minutes of the previous meeting (Section 812 for manner of presentation)
Corrections_____
Approved _____

Presentation of official and other communications – (National, Department, District, etc)

Treasurer's Report (Section 813 for manner of presentation)

Balance brought forward $_____

Receipts $ _____

Disbursements $_____

Balance on hand this meeting $ _____

Presentations of Bills: Total amount $ _____

Introduction of Guests: Department Chairmen and other guests

Reports of Committees, Standing and Special:

Veterans & Family Support

Americanism & Patriotic Instructor

Auxiliary Community Outreach

"Buddy"® Poppy & VFW National Home for Children

Historian & Media Relations

Hospital

Legislative

Membership

Mentoring for Leadership

Scholarships

Youth Activities

Audit Report

Motion by_____Seconded by _____

Other Reports

_____

_____

_____

UNFINISHED BUSINESS

_____

_____

_____

_____

NEW BUSINESS

Charter Draped:

Election of Officers

_____

_____

_____

_____

_____

Report of Trustees and action thereon

Trustee_____Seconded_____ Action _____

Suggestions for the Good of the Order (Instructions by Patriotic Instructor, and new members and guests should be invited to speak at this time)

_____

Closing Ceremonies:

Meeting closed according to the Ritual at _____(time)_____

Date of next meeting _____

Sample Auxiliary Minutes Worksheet

Auxiliary Minutes Worksheet

Date:_____

The regular meeting of the _____VFW Auxiliary No. _____ was held at_____ _____hall at _____am/ pm. The meeting was conducted by President _____ with _____ members in attendance.

Opening Services were conducted according to the Ritual and the following Officers were absent:

Escort of Guest – (National, Department, or District Representative)

Reading & Referring of Petitions for Membership –

Initiation of New Members -

Presentation of Minutes and Official and Other Communications – (Manner of presentation is by the vote of the Auxiliary - See Section 812)

Treasurer's Report – (Manner of presentation is by the vote of the Auxiliary - See Section 813)

Presentation of Bills –

Introduction of other Guests (Non Auxiliary Member Guests)

Reports of Committees -

Chaplain – _____ reported

_____Get Well	_____Sympathy	_____Thinking of You
_____Food for Bereaved family	_____Bibles	_____Memorial Donations
_____Funerals attended	_____Hospital visits made	

Veterans & Family Support – Chairman _____

Americanism – Chairman _____

Auxiliary Community Outreach – Chairman _____

"Buddy"® Poppy & National Home – Chairman _____

1

Historian & Media Relations - Chairman _____

Hospital – Chairman _____

Legislative – Chairman _____ reported on the up to date priority goals.

Membership – Chairman _____

Mentoring for Leadership – Chairman _____

Scholarships – Chairman _____

Youth Activities – Chairman _____

Other Appointed/Special Events Chairmen (i.e. Ways and Means)

Audit Report - Motion by _____ 2nd by _____ to accept the Audit report as read – Motion carried.

Unfinished Business –

New Business (Draping of the Charter, Election of Officers, etc.)

Motion by Member _____ – 2nd by Member _____ to _____ – motion *carried or failed*

Motion by Member _____ – 2nd by Member _____ to _____ – motion *carried or failed*

Motion by Member_____ – 2nd by Member
_____to_____–
motion *carried or failed*

Motion by Member_____ – 2nd by Member
_____to_____–
motion *carried or failed*

Motion by Member_____ – 2nd by Member
_____to_____–
motion *carried or failed*

Motion by Member_____ – 2nd by Member
_____to_____–
motion *carried or failed*

Report of Trustees – A motion was made by _____ to pay the bills – 2nd by _____ .
motion *carried or failed*

Suggestions for the Good of the Order – (Patriotic Instructor presents a brief training/instructions; new members and guests should be invited to speak at this time.)

The closing ceremony was conducted according to the Ritual and the meeting adjourned at _____ am/pm. The next meeting will be _____ at _____ am/pm.

Respectfully Submitted,

(*Signature*)

Auxiliary Secretary

Sample Secretary Meeting Minutes Outline

SECRETARY MEETING MINUTES OUTLINE

*Meeting outline is for Contemporary/Traditional meetings. Some sections may have to be skipped if holding a Roundtable meeting.

Date _____

A regular (or special) meeting of_____Veterans of Foreign Wars United States Auxiliary to Post No._____, was called to order____(date)_____at____(time)____ in the VFW hall (or where ever held)_____, by President _____, with _____ members present.

Opening ceremonies were held in accordance with the ritual. All officers answered roll call with the exception of_____, chair filled by _____; _____ chair filled by_____.

Visitors present were_____
_____,
_____was escorted in.

Petitions for membership_____, with eligibility under_____ _____, and recommended by_____. Investigating committee_____, _____, and_____had found_____with everything in order and recommended for membership. The member(s) were accepted (or rejected).

Initiation of Auxiliary member_____took place after which a short recess was declared to welcome the member into the Auxiliary.

Minutes of the previous meeting were read and approved (or corrected and approved with corrections ordered). (See Section 812 for presentation options.)

Official Communications were read: Dept. General Orders #_____, and communications from _____.

_____

_____

Treasurer's Report (incorporated into the minutes) (See Section 813 for presentation options.)

Balance on hand as of last report	$_____
Total Receipts	$_____
Total Disbursements	$_____
Balance forward	$_____

Presentation of bills: _____
_____Totaling $_____

Other guests introduced were _____
_____

Reports from committees Standing and Special were given:

Veterans & Family Support _____

Americanism/Patriotic Instructor _____

Auxiliary Community Outreach _____

"Buddy"® Poppy & VFW National Home _____

Historian & Media Relations _____

Hospital _____

Legislative _____

Membership _____

Mentoring for Leadership _____

Scholarships _____

Youth Activities _____

Other _____

Audit report given by Trustee #_____,_____read as follows:
Audit report for period of_____to_____ (Copy of Audit incorporated into the minutes)

Unfinished Business:

_____
_____
_____

New Business: (Draping the Charter, Elections, etc.)
Charter was draped for _____who went to her/his heavenly home on _____, 20____.

New Business Continued:
(All motions should list first and last names of persons making and seconding motions.)

_____moved and_____seconded _____
_____MC/F

_____moved and_____seconded _____
_____MC/F

_____moved and_____seconded _____
_____MC/F

_____moved and_____seconded _____
_____MC/F

_____moved and_____seconded _____
_____MC/F

_____moved and_____seconded _____
_____MC/F

_____moved and_____seconded _____
_____MC/F

Senior Trustee_____reported that the Trustees have examined the bills and found them correct and moved that the bills be paid. Seconded by_____and MC/F.

Suggestions for the Good of the Order: _____
_____

Closing ceremonies were conducted according to the Ritual and the meeting was adjourned to reopen _____.

Loyally Submitted,

Sample Unfinished Business/New Business Form

Auxiliary Unfinished/New Business

Sample

Unfinished Business

This is business that has previously been discussed on the Auxiliary floor with no final decision by the Auxiliary.

Example: A member may bring up doing a project or event but lacks all the necessary information for the Auxiliary to take action. Further information would be gathered and then brought back up at the next meeting under this area of the meeting.

New Business

- Draping of the Charter
- Election of Officers
- Installation of Officers
- Election of Delegates/Alternates (District, Department, National)
- Motions for Auxiliary activities and projects
- Motions for any expenditure of Auxiliary funds (Except dues transmittals)

Sample Official Visit Form

SAMPLE

VFW AUXILIARY OFFICIAL VISIT REPORT FORM

DATE OF OFFICIAL VISIT: _____ **VFW AUX. NO.** _____ **DISTRICT NO.**_____

VFW AUXILIARY NAME _____

LOCATION: _____
(Address) **(City)** **(State & Zip)**

1. Number of dues paid as of this official visit? _____ Membership as of June 30, _____ _____
2. Has the current Installation Report been mailed to the VFW Auxiliary, National and Department Headquarters? Yes _____ No _____
3. If the office of President, Secretary or Treasurer has changed, has change been reported to Department and National Headquarters? Yes _____ No _____
4. Does this VFW Auxiliary hold monthly business meeting? Yes _____ No _____
   When? _____
5. Average attendance at monthly business meetings _____
6. Are the Department General Orders/President's message read when received? Yes ____ No ____

PERTAINING TO THE OFFICE OF PRESIDENT:

7. Is the Office of President bonded? Yes _____ No _____ By whom?_____Exp. Date _____

PERTAINING TO THE OFFICE OF SECRETARY:

8. How does the Secretary present the Minutes of the previous meeting? _____
9. Are the Secretary's books kept according to the Booklet of Instructions? Yes _____ No _____
10. Is the Treasurer's detailed report incorporated in the Secretary's minute book? Yes _____ No _____
11. Is the audit report incorporated in the Secretary's minute book? Yes _____ No _____
12. Is the President and Treasurer bond incorporated into the minute book? Yes _____ No _____
13. Are the books of the Secretary audited according to the Bylaws? Yes _____ No _____

PERTAINING TO THE OFFICE OF TREASURER/TRUSTEE:

13. Is the Office of Treasurer bonded? Yes _____ No _____ By whom? _____ Exp. Date _____
14. Are the Treasurer's books kept according to the Booklet of Instructions? Yes _____ No _____
15. Date of last Audit _____
16. Are all funds audited (i.e. Kitchen, Bingo, etc.)? Yes _____ No _____
17. Are all books signed by the Trustees performing the audit? Yes _____ No _____
18 Are the audits signed by the Trustees performing the audit? Yes _____ No _____
19. How does the Treasurer present her report during the Order of Business? _____
20. Is the quarterly audit read by the Trustees and acted upon at the meeting? Yes _____ No _____
21. Are the quarterly audits mailed each quarter to the Dept. Treasurer as required? Yes _____ No _____
22. Did you see a copy of the most recent 990 filing (within the last 12 months), i.e., E-postcard or paper filing? Yes _____ No _____

PERTAINING TO APPOINTMENT OF CHAIRMEN:

22. Have Chairmen been appointed to correspond with National and Department Programs? Yes _____ No _____
23. Is this VFW Auxiliary participating in all programs? Yes _____ No _____

Do you consider this Auxiliary to be in good working order? **Yes _____ No_____**

Your Comments, Matters of Concerns, etc.:_____

_____

_____

Please give honest, unbiased answers to the above questions. You may use the back as necessary.

Instructions to District President/Inspector (1) Please be sure to sign both the books of the Secretary and the Treasurer indicating the date you reviewed and your initials (2) A copy of the Auxiliary Official Visit Form is given to the Auxiliary President at the time of inspection. (3) A copy is also sent to the Department President, and (4) you keep a copy for your files.

_____ _____
Signature of District President/Inspecting Officer Signature of Auxiliary President

Sample Program Questions for Auxiliary Official Visits

Do you volunteer for, or offer financial support to, any of the twelve National Programs?

PROGRAM - Was reports given at meeting?	Make notes to assist Auxiliary in reporting, if needed
Veterans & Family Support	
Americanism	
Auxiliary Community Outreach	
"Buddy"® Poppy & VFW National Home	
Extension	
Historian & Media Relations	
Hospital	
Legislative	
Membership	
Mentoring for Leadership	
Scholarships	
Youth Activities	

Did this Auxiliary participate or attend a District or Department Training event? YES / NO _____
Explain:

This is one example. Other examples can be found on the VFW Auxiliary National website at vfwauxiliary.org/resources.

Sample Talking Points for Auxiliary Official Visits

Suggested Talking Points – District Presidents to Auxiliaries

1. "First let me say thank you for your service to this great organization for your membership, time, effort and love. They are so deeply appreciated."
2. Speak briefly on how they conducted the meeting. Be honest. If they need assistance with something be gentle, but let them know. If they did great, let them know.
3. Speak briefly on their participation in the programs, reporting, audits, etc.
4. Give an up-to-date calendar of event if they have not already done so. Before each meeting, read the enewsletter from National Headquarters. It has important and updated information.
5. Speak about anything that would pertain to important events/projects.
6. Ask how many get the **enewsletter.** This is the best way to keep all of us informed of the up-to-date changes and activities we have going on in our organization. Anyone can get this enewsletter. If you don't already receive and would like, send National Headquarters your email address or click on the free newsletter box on the national website.
7. Ask how many get the **VFW Action Corp Weekly** that comes at every Friday from our VFW Washington Office. It keeps us informed on all the laws presented to Congress and the continuous fight for the rights of our veterans and military.
8. Ask how many have gone on the **National Auxiliary website.** There are so many resources you can gain from that will assist you with your programs. Speeches, guidelines and resource tools, the National Program Book, Hospital Guide and much more.
9. Talk about the **Online Auxiliary Academy**. You are able to watch the webinars at anytime and anywhere you have an Internet connection! To watch a webinar, you just click the title of the webinar you would like to view. There are instructional webinars covering many items that will be beneficial to the Auxiliary and the membership to help you better understand the workings of our organization.
10. Ask how many have you visited the **Department website or Facebook page.**
11. Speak on programs or the Department or National's Special Project.
12. Speak on the training guidelines that are available for leadership on all levels. Offer to help them get this information if needed.
13. Membership and program standing for the Auxiliary, District and Department.
14. Give a final thank you.

Sample Talking Points for Department Visits to Districts

Suggested Talking Points – Department President to Districts

1. "First let me say thank you for your service to this great organization for your membership, time, effort and love. They are so deeply appreciated."
2. Speak briefly on how they conducted the meeting. Be honest. If they need assistance with something be gentle, but let them know. If they did great, let them know.
3. Remind the District that they exist to be a School of Instruction for the Auxiliary and that education is their No. 1 priority.
4. Speak briefly on their participation in the programs, reporting, audits, etc.
5. Give an up-to-date calendar of event if they have not already done so. Before each meeting, read the enewsletter from National Headquarters. It has important and updated information.
6. Speak about anything that would pertain to important events/projects.
7. Ask how many get the **enewsletter.** This is the best way to keep all of us informed of the up-to-date changes and activities we have going on in our organization. Anyone can get this enewsletter. If you don't already receive and would like, send National Headquarters your email address or click on the free newsletter box on the national website.
8. Ask how many get the **VFW Action Corp Weekly** that comes at every Friday from our VFW Washington Office. It keeps us informed on all the laws presented to Congress and the continuous fight for the rights of our veterans and military.
9. Ask how many have gone on the **National Auxiliary website.** There are so many resources you can gain from that will assist you with your programs. Speeches, guidelines and resource tools, the National Program Book, Hospital Guide and much more.
10. Talk about the **Online Auxiliary Academy**. You are able to watch the webinars at anytime and anywhere you have an Internet connection! To watch a webinar, you just click the title of the webinar you would like to view. There are instructional webinars covering many items that will be beneficial to the Auxiliary and the membership to help you better understand the workings of our organization.
11. Ask how many have you visited the **Department website or Facebook page.**
12. Speak on programs or the Department or National's Special Project.
13. Speak on the training guidelines that are available for leadership on all levels. Offer to help them get this information if needed.
14. Membership and program standing for the Auxiliary, District and Department.
15. Give a final thank you.

SAMPLE

Sample Appointments Letter/Acceptance Form

Sample Appointment Letter/Acceptance Form

It would be an honor to have you, _____, serve on my _____ Administrative Team in the position(s) of:

_____
_____
_____

I look forward to working with you this year and know we will have fun as we accomplish our goals for our veterans.
Please complete the form below and return in the enclosed return envelope no later than _____.

Mail to:
Or Email to:

Positions Requested

- ☐ _____
- ☐ _____
- ☐ _____

_____ YES! I am pleased to accept the checked position(s) above for the _____ Administrative Year
_____ NO. I cannot accept this position(s) at this time.

(Please Print Clearly)

Name:_____
Address:_____
Phone: (H)_____ **(C)**_____
E-mail:_____

RESOLUTIONS GUIDE

Resolutions

Purposes and Uses

A resolution is an expression of the opinion of the adopting body or a declaration of its intent. Resolutions may also express condolences, congratulations, invitations, thanks, etc. Usually, resolutions are considered to be a more formal form of a motion. The VFW Auxiliary uses resolutions to set policy and to amend the National Bylaws and Booklet of Instructions, as well as for other purposes. If you want to affect the policy of your Department or National Headquarters or to amend the National Bylaws, you will have to follow the requirements set forth under "Convention Committees" in the National Bylaws.

The purpose of your resolution will determine what you do with it. For example, your Post and VFW Auxiliary want to announce a "Buddy"® Poppy Drive. After your Post and your VFW Auxiliary adopt the resolution, you may want to have it published in your newspaper. In addition, you might want to have your mayor sign a resolution regarding your "Buddy"® Poppy Drive and have it published in your newspaper. In both cases you have accomplished the purpose of the resolution, so you don't need to forward it to anyone in the VFW Auxiliary for further action.

As another example, your VFW Auxiliary wants to amend the National Bylaws to eliminate the minimum age for membership in the VFW Auxiliary. After a VFW Auxiliary member writes the resolution and moves its adoption on the Auxiliary floor, your VFW Auxiliary must vote to adopt or reject it. If your VFW Auxiliary votes to adopt the resolution, it is then be sent to the Department Resolutions Committee in accordance with their requirements, such as the time in which the resolution must be submitted, etc., with a copy to the Department Secretary. If the resolution is adopted at your Department Convention, it must then be forwarded to the National Secretary, following the requirements of the National Bylaws.

Department Resolutions Committee and National Bylaws and Resolutions Review Committee

Under "Convention Committees" in Article VI of the National Bylaws, it provides that the Department President is to appoint a Resolutions Committee. The Department Resolutions Committee is to receive all resolutions to be considered by the Department Convention and present them with recommendations to the Department Convention.

Who may submit a resolution? Resolutions may be originated by:

1. VFW Auxiliaries and any of its members
2. County Councils
3. Districts
4. Department Officers
5. Department Resolutions Committee
6. Department Convention
7. National Officers
8. National Bylaws and Resolutions Review Committee
9. National Convention

Preparing a Resolution-Generally

To ensure your resolution is considered, it should be properly prepared. Resolutions may be given verbally or submitted in writing. When writing, be concise and specific. If you want your resolution to affect policy of National Headquarters or to amend the National Bylaws, you must submit it in writing.

While any two parliamentarians or any two attorneys will not completely agree as to the proper form of a resolution, there are certain matters that are usually true. Generally, a resolution has two separate sections:

1. a statement of the problem (WHEREAS clauses), and
2. the proposed solution (RESOLVED clauses)

The RESOLVED clauses (also known as the Preamble) should include everything you want done, not the why (the reasons are in the WHEREAS clauses). A resolution does not have to have any WHEREAS clauses to be adopted.

WHEREAS clauses

1. Each WHEREAS clause is a separate paragraph, beginning with the word "WHEREAS" followed by a comma.
2. The word "WHEREAS" is sometimes in all capital letters, sometimes in upper and lower case in bold. There is no set requirement.
3. The next word in the clause begins with a capital letter.
4. Each paragraph is ended with a semicolon-periods are not used. At the end of the next to last WHEREAS clause, insert the word "and" after the semicolon.
5. At the end of the last WHEREAS clause, insert the words "be it" or "be it therefore" after the semicolon, or between the last WHEREAS clause and the first RESOLVED clause, insert the words "THEREFORE, BE IT" on a separate line.

EXAMPLES

WHEREAS, The children of the east end of the city of Euphoria and their parents depend on the playground on Main Street to be a safe place;

WHEREAS, The Department of Wonderful seeks to amend paragraph 3 of Sec. 503 of the National Bylaws by deleting the words "not" and the words "a vote or" in the second sentence, and by inserting the word "still" between the words "she" and "is";

1. Each RESOLVED clause is a separate paragraph.
2. The word "RESOLVED" is sometimes in all capital letters, sometimes in upper and lower case in bold. There is no set requirement.
3. The word "That" is the next word in the clause.
4. If you have more than one RESOLVED clause, a semicolon or period is used at the end of all but the last clause. A period is always used at the end of the last RESOLVED clause. Sometimes the clauses are numbered.

Preparing a Resolution-National Bylaws Requirements

Procedure for presenting a resolution for consideration according to **Sec. 606A**:

- Resolutions submitted by a VFW Auxiliary for consideration at a Department Convention (or Department meeting) must be signed in ink by the VFW Auxiliary President and have the VFW Auxiliary seal affixed.
- 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.

1. RESOLVED, That the VFW Auxiliary to VFW Post 00000 hereby urges the City Council of the city of Euphoria to provide sufficient additional funds to restore and maintain the equipment in the playground on Main Street in our city of Euphoria.
2. RESOLVED, That the Department of Wonderful, Veterans of Foreign Wars of the United States Auxiliary, expresses its appreciation for all of the courtesies and efforts; and be it further resolved…

Committee Action on a Resolution

When either the Department Resolutions Committee or the National Bylaws and Resolutions Review Committee considers a resolution, a majority of the committee decides whether to recommend adoption or rejection to the Convention (or Department meeting). If the committee finds problems with the resolution but believes it has merit, it may present its own resolution.

Writing a resolution is not difficult, but it can be intimidating. Not only does the writer have to follow certain format requirements, he/she must also write a resolution that accomplishes its purpose. The Committee may offer to assist.

Adopting a Resolution

Resolutions may be adopted, amended, rejected, or recommitted to the same committee. If you want to amend a resolution, usually the RESOLVED clause(s) is amended first. The WHEREAS clauses and the RESOLVED clause(s) are adopted together as one (1) resolution.

Generally, a majority vote is needed to adopt a resolution. However, if the purpose of the resolution is to amend or alter the National Bylaws, a two-thirds (2/3) vote is required.

Courtesy resolutions are usually adopted by general consent because a negative vote should never be taken. Ask the body if it wants to adopt a courtesy resolution by saying something like, "If there are no objections, the courtesy resolution will be considered adopted." If a majority is objecting to adoption, then the resolution is not adopted. If a vote is taken, only the "ayes" portion is done. If a majority did not vote in favor of adoption, the resolution is not adopted.

At the Department Convention (or Department meeting) or National Convention, the Resolutions Committee Chairman or the Bylaws and Resolutions Review Committee Chairman will be called upon by the President to give his/her committee report. The Chairman will report on the action of his/her committee as to each resolution, i.e., whether they voted to adopt or to not adopt a resolution.

If his/her Committee voted to adopt a resolution, the Chairman will read the resolution unless the members have copies of the resolution and then say something like, "By direction of the Resolutions/Bylaws and Resolutions Review Committee, I move adoption of Resolution No. 123." The President will then say something like, "The Resolutions/Bylaws and Resolutions Review Committee has moved adoption of Resolution No. 123. Is there any discussion?" If needed, the Chairman may explain the reasoning of the Committee. The President may need to prompt the body and may say, "Is there any further discussion?" After the discussion is concluded, the President will say something like, "Those in favor of adoption of the resolution will say "aye"; those opposed will say "no"." If the motion (resolution) is adopted (accepted), the President will say, "The "ayes" have it and the resolution is adopted." If the resolution is not adopted (rejected), the President will say, "The "noes" have it and the resolution is not adopted."

If his/her Committee voted to not adopt (reject) a resolution, the Chairman will read the resolution unless the members have copies of the resolution and then say something like, "By direction of the Resolutions/Bylaws and Resolutions Review Committee, I move Resolution No. 123 not be adopted." The President will then say something like, "The Resolutions/Bylaws and Resolutions Review Committee has moved Resolution No. 123 not be adopted. Is there any discussion?" If needed, the Chairman may explain the reasoning of the Committee. The President may need to prompt the body and may say, "Is there any further discussion?" After the discussion is concluded, the President will say something like, "Those in favor of not adopting the resolution will say "aye"; those opposed will say "no"." If the motion (resolution) is adopted, the President will say, "The "ayes" have it and the motion is not adopted." If the motion is not adopted (rejected), the President will say, "The "noes" have it and the resolution is adopted."

If a resolution is adopted, you should add a notation at the end of the resolution of the action taken. For example, if the resolution was adopted by your VFW Auxiliary, add something like, "This resolution was adopted at the April 4, 2016 meeting of the VFW Auxiliary to VFW Post 00000" and have your VFW Auxiliary President sign in ink and have your VFW Auxiliary seal affixed.

Forwarding Resolutions

If a resolution must be forwarded to the next level, please follow the requirements set in **Sec. 606A** of the National Bylaws. If a resolution has not been adopted, please do not forward it. The next level cannot act on a resolution that has not been adopted. Also, you do not have to forward a resolution that does not require action by another body.

A VFW Auxiliary approved resolution that will be forwarded to the Department Resolutions Committee with a copy to the Department Secretary must be submitted in accordance with deadlines and other requirements of the Department and have:

1. A notation at the end of the resolution stating the resolution was adopted and when it was adopted;
2. The signature of the President in ink; and
3. The seal affixed.

When forwarding a resolution approved by a Department Convention (or Department meeting) to National Headquarters, it must:

1. Be forwarded to National Headquarters postmarked or electronically sent (scanned or faxed) within five (5) days following the Department Convention (or no later than March 31 if adopted at a Department meeting)
2. Be accompanied with a letter that:
    - States when the resolution was approved,
    - Is signed by the Department President who presided at the Department Convention (or Department meeting), and
    - Has the Department seal affixed.

Refer to the National Bylaws and Robert's Rules of Order for further information.

EXAMPLE

RESOLUTION-to encourage City Council to provide additional funding to playground)

WHEREAS, The children of the east end of the city of Euphoria and their parents depend on the playground on Main Street to be a safe place; and

WHEREAS, The equipment in the playground on Main Street has not been maintained, with some of the equipment unusable and unsafe; and

WHEREAS, VFW Auxiliary to VFW Post 00000 desires to join with VFW Post 00000 to express our desire to have additional funds provided to restore and maintain the equipment in the playground on Main Street in our city of Euphoria;

THEREFORE, BE IT RESOLVED, That the VFW Auxiliary to VFW Post 0000 hereby urges the City Council of the city of Euphoria to provide sufficient additional funds to restore and maintain the equipment in the playground on Main Street in our city of Euphoria.

Adopted March 3, 2012.

(NOTE: This resolution could be forwarded to members of the City Council, the press, and anyone else that may be able to help. It does not need to be forwarded to the Department Resolutions Committee or the Department Secretary.)

Sample Department Convention Script

PODIUM AGENDA (*Suggested Format - Adopt Your Own)*

(*Number)* Department VFW Auxiliary Convention

(Place) (Dates)

(Date and Time)

ONE RAP

President calls on (Name) for the Convention Opening

PRESIDENT – Thank you to all who have accepted appointments for this Convention. Your dedication and willingness to serve is very much appreciated.

Optional - Events or Convention Chairman could be introduced at this time

PRESIDENT – Officer's, retire for the *Cross of Malta/ Officer's Drill/ March*

ONE RAP

Following Cross of Malta/ Officers Drill/ March, seat the Officers.

THREE RAPS

PRESIDENT – The *(Number)* Annual Convention of the Veterans of Foreign Wars Auxiliary, Department of (*Name)* is called to order. The Officers are in their respective stations. All persons not members of the Auxiliary to the Veterans of Foreign Wars will kindly retire. Mister/Madam Guard, close the doors and allow no one to enter until the opening services have been concluded.

GUARD – Mister/Madam President, your orders have been obeyed.

PRESIDENT – Mister Conductor/Madam Conductress, it will not be necessary to check the current dues cards, as each member has been checked at the door by the Guard and Assistant Guard as they entered the room.

PRESIDENT – Mister/Madam Secretary you will call the Roll of Department Officers.

ROLL CALL OF OFFICERS

Department President, *(Name)* _____

Senior Vice-President, *(Name)* _____

Junior Vice-President, *(Name)* _____

Secretary, *(Name)* _____

Treasurer, *(Name)* _____

Chaplain, *(Name)* _____

Conductor/Conductress, *(Name)* _____

Guard, *(Name)* _____

Chief of Staff, *(Name)* _____

Past National President, *(if any)* _____

National Officer, *(if any)* _____

National Council Member, *(Name)* _____

Past Dept. President, *(Name)* _____

Past Dept. President, *(Name)* _____

Past Dept. President, *(Name)* _____

Past Dept. President, *(Name)* _____

District President # , *(Name)* _____

District President # , *(Name)* _____

District President # , *(Name)* _____

District President # , *(Name)* _____

District President # , *(Name)* _____

District President # , *(Name)* _____

District President # , *(Name)* _____

District President # , *(Name)* _____

District President # , *(Name)* _____

District President # , *(Name)* _____

Historian, *(Name)* _____

Patriotic Instructor, *(Name)* _____

Color Bearer #1, *(Name)* _____

Color Bearer #2, *(Name)* _____

Color Bearer #3, *(Name)* _____

Color Bearer #4, *(Name)* _____

Flag Bearer, *(Name)* _____

Banner Bearer, *(Name)* _____

Musician, *(Name)* _____

Soloist, *(Name)* _____

Asst. Musician, *(Name)* _____

Asst. Soloist, *(Name)* _____

Asst. Conductor/Conductress, *(Name)* _____

Asst. Guard, *(Name)* _____

SECRETARY – Mister/Madam President, your roll of Officers has been called.

THREE RAPS

PRESIDENT – Mister/Madam Secretary you will call the Roll of Past Department Presidents.
(Name of each Past Department President in order of service)

SECRETARY – Mister/Madam President, your roll of Past Department Presidents has been called.

THREE RAPS

PRESIDENT – Mister/Madam Secretary you will call the Roll of Department Chairmen and Committees.
(List your Department Program Chairman, Committees, and any other appointed Department Chairman per your Department customary practice. For Example: National Program Chairman; Department Appointed Committees; and other appointed Department Chairman i.e. Events, First Aid, etc.)

SECRETARY – Mister/Madam President, your roll call of Department Chairmen has been called.

THREE RAPS

RITUALISTIC OPENING

PRESIDENT – Please Rise for the Posting of the POW/MIA FLAG.

Following posting of the POW/MIA flag…

PRESIDENT – Color Bearers secure and present the Colors.

(Refer to Page 9 of the Ritual and Floor Plan 3)

CONDUCTOR/CONDUCTRESS - About face - March

GUARD – Mister/Madam President, the Colors.

TWO RAPS

PRESIDENT – You will admit them. <u>Salute!</u>

(Refer to Page 11 of the Ritual)

CONDUCTOR/CONDUCTRESS - Two's, right face!

PRESIDENT – ***(After the American Flags and Department Banner have been placed)*** **Attention!**

CONDUCTOR/CONDUCTRESS – Two's left face!

PRESIDENT – Chaplain will now offer the opening prayer.

CONDUCTOR/CONDUCTRESS – Color Bearers, Altar position.

(Refer to Page 13 of the Ritual and Floor Plan 4)

PRESIDENT – Parade Rest

OPENING PRAYER

CHAPLAIN – Dear God, we thank Thee for the great privilege Thou has bestowed upon us to again allow us to assemble in this meeting. We pray and beg of Thee to keep us, Thy servants, from temptation, to keep us in health and strengthen us in spirit so that we may perform our duties to our Brothers, Sisters and Comrades. Bless we ask Thee, the families of all departed Comrades and help us to realize our duties toward them and toward the Veterans of Foreign Wars. Amen.

ALL – Amen

PRESIDENT – Attention!

CONDUCTOR/CONDUCTRESS – Color Bearers, right and left face, forward march.

(Refer to Page 13 of the Ritual)

CONDUCTOR/CONDUCTRESS – About face.

PATRIOTIC INSTRUCTOR – Let us be ever mindful of our duties as members of the Veterans of Foreign Wars of the United States Auxiliary, to see that our Flag is never desecrated and to teach the people of our land what this means and to see that all are instructed in the pledge to the Flag.

PRESIDENT – You will salute and give pledge to the Flag.

PRESIDENT – We will now sing the National Anthem lead by the Department Soloist ***(Name)*****. Salute!**

ALL – Sing "The Star-Spangled Banner"

PRESIDENT – Attention!

PRESIDENT – Brothers and Sisters, by dispensation of Divine Providence, we have been permitted to assemble again in this room and I trust that the business transacted here will be for our mutual pleasure and benefit.
Remember the duty we owe one another and if we thus carry out daily the lessons and principles taught in this Auxiliary room, our country will be better that we have existed. Let all our actions be for the greater glory of our cause.

PRESIDENT – Officers, take your stations.

CONDUCTOR/CONDUCTRESS – Color Bearers, right and left face, march.

(Refer to Page 15 of the Ritual and Floor Plan 5)

CONDUCTOR/CONDUCTRESS – Color Bearers, about face.

THREE RAPS

PRESIDENT – I now declare this ***(Number)*** **Annual Convention open for the transaction of such business as may properly come before it.**

PRESIDENT – Mister/Madam Guard, admit any member who may be in waiting.

PRESIDENT – Mister/Madam Secretary you will call the Roll of Auxiliaries by District

(List in numerical order your Auxiliaries by District – NOTE: This establishes you have a quorum at this session for any voting purposes.)

SECRETARY – Mister/Madam President, your roll call of Auxiliaries has been called and you have/have not a quorum

THREE RAPS

PRESIDENT – *(Optional)* Mister/Madam Secretary, you will read the letter announcing our National Representative. (*Request National Representative to go to back of room*)

SECRETARY – Read letter from National Office.

PRESIDENT – Mister Conductor/Madam Conductress with the Colors, retire and escort our National Representative, into the room.

TWO RAPS

GUARD – Mister/Madam President, the Conductor/Conductress with the Colors, and our National Representative.

PRESIDENT – You will admit them. Let's show him/her a Big (*State*) Welcome.

PRESIDENT – I have the honor of introducing our National Representative, (*Title and Name*). (*Name*), would you like to say a few words.

*******Keep your Conductor/Conductress, Asst. Conductor/Conductress and Color Bearers at the Altar to do more escorting.*******

PRESIDENT – Mister Conductor/Madam Conductress and Assistant Conductor/Conductress, retire with the Colors and escort our Special Guests *(List them in order of rank i.e.,National elected and appointed, Conference elected and appointed, and Past Department Presidents)* to my station.

CONDUCTOR/CONDUCTRESS – Color Bearers about face, March.

GUARD – Mister/Madam President, the Conductor/Conductress and Assistant Conductor/Conductress with the Colors and our special guests.

PRESIDENT – You will admit them. Let's show our appreciation to these members.

PRESIDENT – Officers take your stations.

CONDUCTOR/CONDUCTRESS – Color Bearers, right and left face. Forward march.

CONDUCTOR/CONDUCTRESS – Color Bearers, about face.

THREE RAPS

INTRODUCE YOUR SPECIAL GUESTS -
(List their Title and Name in order of rank)
Past Department Presidents…….
(Invite them to take their seats)
Introduce special guests who are seated in the audience -
(List Title and Name – i.e. MOCA, Gold/Blue Star Mothers, etc.)

PRESIDENT – *Optional (You may call up your Chairman of Pages and then per your Department's custom have the Pages introduced. If they come to the podium then at the end thank them and have them take their seats.)*

PRESIDENT – Thank you and you may take your seats.

Convention Minutes

PRESIDENT – If there are no objections, the minutes of the _ Department Convention will not be read, but will be accepted as printed.

Hearing no objections, minutes stand approved as printed.

Convention Appointments

PRESIDENT – We will dispense with the reading of the Convention Appointments as you will find them printed in the Annual Report book, which you received at registration.

Convention Rules

PRESIDENT – The Convention Rules will not be read on the floor as they are printed in the Annual Report book. I would ask *(Rules Chairman)* **to come forward and bring a few of these rules to our attention.** *((Name) highlights some of the rules)*

CHAIRMAN *(Name)* **– The committee moves the adoption of the** *(Year)* **Convention Rules.**

PRESIDENT – A motion has been made by the Committee to accept the report of the Convention Rules.

Is there any discussion? All those in favor say aye. Opposed no. Motion carried (or defeated).

ONE RAP

PRESIDENT – I also want to say thank you to *(Committee members names)* **for serving on the Rules Committee.**

Annual Report Book

PRESIDENT – If there is no objection, the Department Officers, Treasurer's Report and Department Chairmen Annual Reports will not be read as they are printed in the Annual Report Book. Are there any objections?
Hearing no objections all reports will be accepted as printed.

PRESIDENT – *Optional (This is where you could thank Delegates and Alternates to any National Cemetery Board or similar National Board that you sit on within your Department)***. You will also find their reports in the Annual Report Book.**

Official Communication

PRESIDENT – Mister/Madam Secretary are there any Official Communications?

SECRETARY – (Read communications) Resolutions

PRESIDENT – *(Call on Department Resolutions Chairman)*

CHAIRMAN *(Name)– We have (#) Resolution(s) or we have not received any Resolutions. If there are Resolutions they would be presented. The committee moves to approve/reject the adoption of this Resolution.*

PRESIDENT – A motion has been made by the Committee to accept the *(Name of Resolution).* **Is there any discussion? All those in favor say aye. Opposed no. Motion carried (or defeated).**

(Each Resolution would be voted on separately)

PRESIDENT – (*First time attendees***) How many members are attending their first Department Convention? Please stand for recognition. Thank you for attending and we hope to see you back year after year.**

PRESIDENT – We are now going to start our Presentation of Awards. Before we begin, we want to remind you of the sacred area here between the Altar and the podium.
(Proceed with announcing of awards and order of Program based on your Department custom or Department President's choice)

PRESIDENT – Mister/Madam Secretary are there any announcements at this time?

SECRETARY – (Read announcements)

PRESIDENT – We are now recessed until *(Day and Time)***. We will reconvene at that time** *(state where).* **PLEASE remain seated - Mister/Madam Chaplain, will you please close the Bible.**

ONE RAP

(Date and Time)

PRESIDENT – Would everyone please take their seats. Mister/Madam Chaplain, will you please open the Bible.

Optional – At this time you could have someone open this session

PRESIDENT – At this time our Convention Business will continue with *(state what is next).*

(If a quorum of Auxiliaries was not present at the previous session where the roll call was done, then another roll call of Auxiliaries would be done at this time)

Convention Business Continues

PRESIDENT – We are now recessed until *(Day and Time)***.**
(At this time give any instructions for the next event in the agenda i.e., Joint Memorial Service, Flag Presentation, etc.)

PRESIDENT – PLEASE NO MOVING - Mister/Madam Chaplain, will you please close the Bible.

ONE RAP

(Date and Time)

PRESIDENT – Would everyone please take their seats. Mister/Madam Chaplain, will you please open the Bible.

Optional – At this time you could have someone open this session

PRESIDENT – At this time our Convention Business will continue with *(state what is next).*
(This may be where you and the National Representative and anyone else you need go to visit the VFW and the Sr. Vice-President will preside.)

Convention Business Continues

GUARD – Mister/Madam Sr. Vice-President, the Conductor/Conductress with the Colors and the Department President.

SR VICE-PRESIDENT – You will admit them.

(You may have special music or sing a song)

REMARKS FROM OUR NATIONAL REPRESENTATIVE

PRESIDENT – I now call on our National Representative, *(Title and Name)* **for comments.** *(If the National Representative's bio has not yet been read, it would be read here prior to the National Representative's comments.)*

NEW BUSINESS

PRESIDENT – We will now move to NEW business.

Optional – (At this time you may have Draping of the Charter and Memorial Service if not already conducted jointly with the VFW)

NOMINATION OF *(Year)* **OFFICERS**

(Refer to Page 60 of the Ritual)

PRESIDENT – The next business in order will be the nomination of Department Officers for the ensuing year. Delegates making nominations will please *(come to the podium or can be done from the floor)***.**

PRESIDENT – Nominations are open for the office of Department President

NOMINEE – *(Name)*

PRESIDENT – The name of *(Name)* **has been placed in nomination for the office of Department President. Are there any other nominations?**

ONE RAP

Are there any other nominations?

ONE RAP

Nominations will remain open until *(when)***.**

PRESIDENT – Nominations are open for the office of Department Sr. Vice-President

NOMINEE – *(Name)*

PRESIDENT – The name of *(Name)* has been placed in nomination for the office of Department Sr. Vice-President. Are there any other nominations?

ONE RAP

Are there any other nominations?

ONE RAP

Nominations will remain open until *(when)*.

PRESIDENT – Nominations are open for the office of Department Jr. Vice-President

NOMINEE – *(Name)*

PRESIDENT – The name of *(Name)* has been placed in nomination for the office of Department Jr. Vice-President. Are there any other nominations?

ONE RAP

Are there any other nominations?

ONE RAP

Nominations will remain open until *(when)*.

PRESIDENT – Nominations are open for the office of Department Treasurer

NOMINEE – *(Name)*

PRESIDENT – The name of *(Name)* has been placed in nomination for the office of Department Treasurer. Are there any other nominations?

ONE RAP

Are there any other nominations?

ONE RAP

Nominations will remain open until *(when)*.

PRESIDENT – Nominations are open for the office of Department Chaplain.

NOMINEE – *(Name)*

PRESIDENT – The name of *(Name)* has been placed in nomination for the office of Department Chaplain. Are there any other nominations?

ONE RAP

Are there any other nominations?

ONE RAP

Nominations will remain open until *(when)*.

PRESIDENT – Nominations are open for the office of Department Conductor/ Conductress.

NOMINEE – *(Name)*

PRESIDENT – The name of *(Name)* has been placed in nomination for the office of Department Conductor/Conductress. Are there any other nominations?

ONE RAP

Are there any other nominations?

ONE RAP

Nominations will remain open until *(when)*.

PRESIDENT – Nominations are open for the office of Department Guard.

NOMINEE – *(Name)*

PRESIDENT – The name of *(Name)* has been placed in nomination for the office of Department Guard. Are there any other nominations?

ONE RAP

Are there any other nominations?

ONE RAP

Nominations will remain open until ***(when)*****.**

(At this point you would then have nominations for any other office i.e., National District Council Member, Conference Officer, etc.)

PRESIDENT – Before I invite the candidates for Guard to come to the podium, we will close the Bible. PLEASE remain in your seats.

PRESIDENT – Mister/Madam Chaplain – please close the Bible.

PRESIDENT – Will the candidate(s) for Guard come to this station. This is an opportunity for the delegation to ask questions of the candidates in lieu of the candidates visiting each of the caucus rooms. If you have a question for the candidates please go to a microphone, state your name, Auxiliary number and ask your question.

(Allow 20 minutes for questions)

PRESIDENT – We will break for lunch and to caucus. Our meeting will reopen at (time) Sharp!

(Date and Time)

PRESIDENT – Would everyone please take their seats. Mister/Madam Chaplain, will you please open the Bible.

Optional – At this time you could have someone open this session

PRESIDENT – At this time our Convention Business will continue with ***(state what is next).***

Convention Business Continues

PRESIDENT – We will now have the Credentials Report from our Chairman and Co-Chairman. I present Credentials Chairman, *(Name)* and Credentials Co-Chairman, *(Name)*.
Let's give them a round of applause for their hard work and a great job well done for this convention.

CHAIRMAN *(Name)* – *(Give the report and then say)* The committee moves to accept the Credentials Report.

PRESIDENT – A motion has been made by the Committee to accept the report of the Credentials Committee.
Is there any discussion? All those in favor say aye. Opposed no. Motion carried (or defeated).

PRESIDENT – The next order of business will be the election of Department Officers for the *(Year)* year.

PRESIDENT – I have appointed as Judge *(Name)* and Tellers *(Name)* and *(Name)*.

PRESIDENT – 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 (1) Officer is elected. Also, after members have voted and the ballot declared closed, a member who has not voted is not permitted to vote.
It is important that any discrepancies/errors, etc. in the election of any one Officer be immediately brought to the attention of the Credentials Chairman and before the election of the next Officer so that discrepancies/errors may be rectified at that point in time rather than waiting until the convention has closed to contest an election. Once the convention is closed and the Bylaws have been followed, the outcome of an election cannot be refuted.
I will call for nominations one (1) more time as nominations were opened this morning.

I invite Credentials Chairman *(Name)* to give the voting strength.

Credentials Chairman gives delegate strength by District and Department Officer.

PRESIDENT – Nominations are now open for the office of Department President. The name of *(Name)* was placed in nomination at our previous session. Are there any further nominations? Hearing no further nominations, I hereby declare *(Name)* elected by acclamation as Department President for the ensuing year. Brother/Sister *(Name)*, do you accept this office?

SR. VICE-PRESIDENT – I do. ***(words of gratitude and pledge of service may be given here by the Officer-elect)***

PRESIDENT – I herewith declare Brother/Sister (*Name*) duly elected as Department President for the ensuing year.

ONE RAP

PRESIDENT – Nominations are now open for the office of Department Senior Vice-President. The name of *(Name)* was placed in nomination at our previous session. Are there any further nominations? Hearing no further nominations I hereby declare *(Name)* elected by acclamation as Department Senior Vice-President for the ensuing year. Brother/Sister *(Name)*, do you accept this office?

JUNIOR VICE-PRESIDENT – I do. ***(words of gratitude and pledge of service may be given here by the Officer-elect)***

PRESIDENT – I herewith declare Brother/Sister *(Name)* duly elected as Department Senior Vice-President for the ensuing year.

ONE RAP

PRESIDENT – Nominations are now open for the office of Department Junior Vice-President. The name of *(Name)* was placed in nomination at our previous session. Are there any further nominations? Hearing no further nominations, I hereby declare *(Name)* elected by acclamation as Department Junior Vice-President for the ensuing year. Brother/Sister *(Name)*, do you accept this office?

CHAPLAIN – I do. ***(words of gratitude and pledge of service may be given here by the Officer-elect)***

PRESIDENT – I herewith declare Brother/Sister *(Name)* duly elected as Department Junior Vice-President for the ensuing year.

ONE RAP

PRESIDENT – Nominations are now open for the office of Department Treasurer. The name of *(Name)* was placed in nomination at our previous session. Are there any further nominations? Hearing no further nominations, I hereby declare *(Name)* elected by acclamation as Department Treasurer for the ensuing year. Brother/Sister *(Name)*, do you accept this office?

TREASURER – I do. ***(words of gratitude and pledge of service may be given here by the Officer-elect)***

PRESIDENT – Nominations are now open for the office of Department Chaplain. The name of *(Name)* was placed in nomination at our previous session. Are there any further nominations? Hearing no further nominations, I hereby declare *(Name)* elected by acclamation for the office of Department Chaplain for the ensuing year. Brother/Sister *(Name)*, do you accept this office?

CONDUCTOR/CONDUCTRESS – I do. ***(words of gratitude and pledge of service may be given here by the Officer-elect)***

PRESIDENT – I herewith declare Brother/Sister *(Name)* duly elected as Department Chaplain for the ensuing year.

ONE RAP

PRESIDENT – Nominations are now open for the office of Department Conductor/Conductress. The name of *(Name)* was placed in nomination at our previous session. Are there any further nominations? Hearing no further nominations, I hereby declare *(Name)* elected by acclamation as Department Conductor/Conductress for the ensuing year. Brother/Sister *(Name)*, do you accept this office?

GUARD – I do. ***(words of gratitude and pledge of service may be given here by the Officer-elect)***

PRESIDENT – I herewith declare Brother/Sister *(Name)* duly elected as Department Conductor/Conductress for the ensuing year.

ONE RAP

PRESIDENT – Nominations are now open for the office of Department Guard. The names of *(Name)* and *(Name)* were placed in nomination at our previous session. Are there any further nominations? Hearing no further nominations, I hereby declare the nominations closed, and I will ask the Department Credentials Chairman to call the roll.

Credentials Chairman starts roll with the Districts or Auxiliaries, followed by those with individual vote, and finally by Department Officers in reverse order-meaning the Department President is the last name called provided he/she is voting as the Department President and not as a Delegate. (Refer to Page 64 of the Ritual)

After completing the roll call -

CREDENTIALS CHAIRMAN – Mister/Madam President this completes the roll call vote.

Wait for the Judge & Tellers to compile the votes.

Judge announces the results of the voting. (Refer to Page 8 of the Booklet of Instructions)

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

JUDGE – We find _____ votes for _____ and _____ votes for _____. By your majority vote you have elected candidate _____ as Department Guard.

PRESIDENT – Brother/Sister _____ do you accept this office?

CANDIDATE FOR GUARD – I do. *(Words of gratitude and pledge of service may be given here by the Officer-elect.)*

PRESIDENT – I herewith declare Brother/Sister _____ duly elected as Department Guard for the ensuing year.

ONE RAP

ELECTION COMPLETED

PRESIDENT – This concludes the election of Officers for *(Year)*.

PRESIDENT – Judge and Tellers, you are dismissed. Thank you for your service.
(NOTE: We do not make a motion to destroy the ballots)

ONE RAP

PRESIDENT – Is there any further new business?

Motion made by **_____** *2nd* **_____ to: _____.** *MC/ML*

Mister/Madam President-elect *(Name)*, are you ready to announce your appointments?

President-Elect or Department Secretary **- Announces appointments for the ensuing year.**

PRESIDENT – We will take a 10 minute break to prepare for Installation.

Mister/Madam Chaplain, please close the Bible.

(Prepare the floor for Installation)
(10-minute break)

PRESIDENT – Mister/Madam Chaplain please open the Bible.

Mister Conductor/Madam Conductress and Assistant Conductor/Conductress with the Colors you will retire and escort our Newly Elected President's family into the room.

INSTALLATION OF *(Year)* OFFICERS
(Refer to Pages 66 – 70 of the Ritual)

Following installation:

President-Elect (Name) should make acceptance speech and gifts can be exchanged.

President (Name) turns over the property – (i.e. Department credit card, car keys, etc.).

Pinning of the *(current year)* Department President with their Past Department President's Pin

SECRETARY OR INSTALLING OFFICER **– Mister Conductor/Madam Conductress and Asst. Conductor/Conductress please escort *(Name)* and *(Name)* to the Altar.**

PRESIDENT – Will the *(Year)* Officers please return to your stations.

Mister Conductor/Madam Conductress and Assistant Conductor/Conductress with the Colors – you will escort *(Name)* family from the meeting room.

GUARD – Mister/Madam President, the Conductor/Conductress, Assistant Conductor/Conductress with the Colors.

PRESIDENT – You will admit them. Let's give our Conductor/Conductress, Assistant Conductor/Conductress and Color Bearers a round of applause for doing a good job.
Officers take your stations.

PRESIDENT – Mister/Madam Secretary, are there any announcements at this time?

SECRETARY – (*Read any announcements*)

PRESIDENT – Is there anything further to come before this meeting? If not, this concludes our business. Officers, present yourselves at the Altar for the closing ceremonies.

TWO RAPS

CONDUCTOR/CONDUCTRESS – Color Bearers, Altar position.

PRESIDENT – Parade rest!

CHAPLAIN – Heavenly Father, the hour has now come when we must separate; commit us to Thy tender mercy and care. We thank Thee for Thy many blessings

and beg of Thee to preserve our Auxiliary. Help us to make it one of faithfulness, charity and true patriotism. May the grace, mercy, peace and blessing of God the Father be with each and every one of us. Amen.

ALL – Amen

PRESIDENT – Attention!

CONDUCTOR/CONDUCTRESS – Color Bearers, right and left face, forward march!

About face.

Chaplain Closes the Bible

PRESIDENT – We are about to leave this Convention room. Let us endeavor to so regulate our conduct that it will bring honor to our organization. I now declare this meeting closed with the retiring of the Colors. The next meeting will be at the sound of the gavel.

CONDUCTOR/CONDUCTRESS – About face-march.

Two's, right face!

PRESIDENT – Salute!

CONDUCTOR/CONDUCTRESS – Two's left, march.

(When they get to the back of the room.)

PRESIDENT – Attention!
ONE RAP

Time of Adjournment_____

Guidebook 2 – Programs & Reporting

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OVERVIEW OF NATIONAL PROGRAMS

Since 1914, the VFW Auxiliary has united Americans from all walks of life with a common purpose: to improve the lives of veterans, service members and their families, and our communities. Our National Programs are designed to bring needed services, information and assistance to these groups. Visit vfwauxiliary.org/what-we-do, refer the National Program Book available on the National website at vfwauxiliary.org/resources and/or speak to your Auxiliary for more information about our National Programs.

DUTIES OF CHAIRMEN

Duties of an Auxiliary Chairman

An Auxiliary Program Chairman is a very important role in our organization. It all starts at the Auxiliary level.

Purpose

Auxiliary Chairman, you are expected to promote all aspects related to your Program.

- You are to inform your Auxiliary Members of the focus that the National Ambassador and Department Chairman have on your Program.
- You are to become very familiar with your Program.
    - Learn who the National Ambassador is. The Ambassador is a national appointment by the National President.
    - Read National and Department Program Books.
    - Allow your creative juices and craftiness of your members to plan, execute and report the items listed in the National and/or Department Program Books.
    - Get to know your members. Know the finances of the Auxiliary for the purpose of seeing that the Auxiliary will be able to support your project idea. If the Auxiliary Treasury is low, the membership may be willing to support a fundraiser before a project is to be executed.

Organizational Skills

- Make sure you have all the contact information for your Auxiliary Officers and Chairmen on each level.
- Read, save and organize all information you receive from every level of the organization for your Program.
- As you receive information on your Program, make notes if there are deadlines, such as scholarship deadlines or award deadlines.
- Keep a record of all activity, hours spent planning, shopping, decorating, executing and cleaning up for a project.
    - Having this information will be of great assistance when it is time to write your report. It will enable to make better decisions for future project whether the same one or a new one. This will enable you and the committee to see what worked and what did not.

Communication

- Once you have a project idea and have made contact with the President and your VFW Counterpart, take the project idea for your Program and communicate this to your Auxiliary members on the meeting floor.
    - A motion is required to have project accepted by the membership. Once motion is passed, you are permitted to move along in the planning and execution of your project. Motions such as these typically come under New Business.
    - A motion on your Auxiliary floor is required for expenses if your project will need to expend monies. If monies are needed, be sure to keep good records with receipts to show accounting of how, where and why monies were needed to be able to show good accounting in reporting back to your Auxiliary.
    - Solicit help from your members by mentioning that you are looking for volunteers to help.
    - Give them day of the week and dates and location. For an example: We will meet every Tuesday at 7 p.m. at my home for the planning. DO NOT use Auxiliary meeting time to plan your whole project. Just keep members updated on meeting nights with pertinent information for the project event.
    - Consider working with other Program Chairmen or committees. Every Program compliments another.
- Form a committee of three to five people.
    - Find someone who will get the word out to members and the community. Being visible is a great advertising tool to gain members. The more the communities see VFW Auxiliary presence, the more interested they will be in what we are about, why we do what we do and when asked, they will be ready to say yes to membership!
    - Form a setup and a cleanup crew (two different ones if at all possible to help share the work).
    - Determine who will do the shopping. Make sure they have a clear understanding of the budget and that receipts must be turned in to you as Program Chairman.
- Communicate with the District and/or Department Chairman as required or as necessary depending on your Department.

Follow Through

- Program project is completed: A report must be written. If you complete this task as soon as the event is held, your memory, notes and record keeping will make this task a lot easier and faster.
- Have a follow-up meeting with your committee to talk about what went well, what might need improvement and any other notes for the future.
- Report as instructed by your Department. (Refer to the Reporting section of this guide for more assistance.)
- Request confirmation from Department and District Chairmen that your report was received.

Resources

- National website, vfwauxiliary.org.
- National Program Book, available under Resources on the website.
- Department Program Book

- The Booklet of Instructions from the current *Podium Edition: Bylaws and Ritual*, available from the VFW Store.
- Read through the National Year-End Report for an idea of what they want Auxiliaries to work on and track. (The National Year-End Report is to be completed by Department Chairmen.)
- Read the blogs from the National Ambassadors. You can sign up on the website to receive these in your email inbox.
- Read Department communications for your Department Chairman.
- Network with other Auxiliary Chairmen at your District and/or Department meetings, workshops or School of Instruction.

Duties of a District Chairman

Per Sec. 504: "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."

- A District Chairman should educate members on their Program, resources available, deadlines and events related to their Program.
- Read, save and organize all information received from each level's Chairmen.
- Communicate with Auxiliary Chairmen as directed by the District President with the purpose of education.

Duties of a Department Chairman

The element of teamwork starts with you. Your selection as a Department Chairman means that the President has their utmost confidence in your ability to promote the Program.

Every Program sponsored by the VFW and VFW Auxiliary, whether jointly or separately, complements one another.

Following the Senior Vice-Presidents' Conference, you will receive a copy of the National Ambassador's Program for your respective chairmanship. You will develop the Department Program to educate members on and engage them in the Program. Review the National Awards and National Year-End Report form to include and/or incorporate these awards into your Program.

Researching for your respective Chairmanship should give you the passion for its development, nurturing and education on the Program statewide. Acquaint yourself with other types of research to find fresh information; the internet offers a multitude of ideas and resources. You will plan your education and materials for Auxiliary to follow for that year.

As a Department Chairman, you must communicate with your National Ambassador throughout the year. Remember, it's not the quantity of material; it's the quality of material (promotional/educational material). It is not what you do personally, it is how the Program is promoted to the Auxiliaries. All of this is what you will be judged on for National awards.

Examples of educational material to be emailed to your National Ambassador:

- General Orders/newsletter/bulletin.
- Articles written for the state's VFW newspaper.
- Report from a Council of Administration meeting.
- A special promotion by email, Facebook, or any other type of social media, regarding your Program.
- Presentations from Schools of Instruction and any District visits or events.

Please make yourself aware of any deadlines related to your Program, especially the National Year-End Report. You MUST have your National Year-End Report to the Department President by May 1. Your Department President then inputs all the Year-End Reports into an online report for National Headquarters.

Throughout the year, you will receive promotional Program bulletins from the National Ambassador. Read, save and organize this information.

National Headquarters sends an e-newsletter twice a month with important information. You can sign up for it at vfwauxiliary.org to keep you up to date and current on Auxiliary business.

Purpose

Department Chairmen, you are to educate members on all aspects related to your Program, paying special attention to the Program Goals found in Ambassador section of the National Program Book and items called out for in the National Year-End Report for your Program also found in the National Program Book and Department Program Book.

You are to encourage your District Chairmen to pass down information to Auxiliary Chairmen so they may plan a project or projects set forth by National Ambassador.

Organizational Skills

- Read, save and organize all communications/blogs/emails from your National Ambassador and all communications from your Department Program Coordinator (if your Department President appoints one).
- Make sure you have all contact information for each level of the organization. Your Department Secretary or District President should be able to provide this information prior to the start of the new term.
- As you receive reports, read, save and organize them in order to easily access them when needed. This process will help in determining awards as your Department Convention nears and eliminates having to read through every report received.
- Communicate award winners as directed by Department leadership.

Communication

- Shortly after your Department Senior Vice-President attends the Senior Vice-Presidents' Conference, he/she should provide you with the information and material for your Program from the National Ambassador. Become very familiar with all the information and resources available to you from this information.

- You will be asked by Department leadership to provide communication and education to the membership. Be sure you understand exactly what is expected of you and when.
- Send a letter/email of introduction no longer than one page to your National Ambassador in June. Include a profile of yourself:
    - How long you have been a member.
    - Work and/or hobbies.
    - Why you joined this organization and continue belonging.
    - Provide thoughts of how you will be implementing the Program goals and the ways you will be communicating.
- Send a copy of all your educational items to your Ambassador every time you send one to District Chairmen and/or Auxiliary Chairmen, as well as what you present at Department meetings (workshops, Schools of Instruction, visits to Districts, etc.). Always include what Department you are from and your contact information.
- Keep a running total gleaned from reports received from your Auxiliaries of the numerical statistics (number of projects, member participation, time worked on project, miles driven and dollars spent or value).
- Know your Department's process for reporting Community Service hours/dollars to the VFW.
- Know where to obtain resources for your Program and make them readily available for your District Chairmen and Auxiliary Chairmen to utilize:
    - National website, vfwauxiliary.org, including the Online Auxiliary Academy
    - Forms, brochures and applications
    - Current *Podium Edition: Bylaws and Ritual*
- Encourage Auxiliary Chairman to post their planned project on the Department website/social media, as well as their own Auxiliary website/social media.

Follow Through

- Set up a "response time goal" to emails, mail and phone messages. A 24-48 hour response time is reasonable. Should you not have a solid answer or should you be out of town or away from your home, give a quick call back or a short email/text letting them know when you will be back and available to give sound information. DO NOT ignore any question.
- Do not break confidence of what is being asked or said. Members count on confidentiality, especially if they are not sure of themselves.
- Keep in mind that Districts and Auxiliaries do have their traditions near and dear to them. If you have something to offer that may be of assistance, by all means, share it with them.
- Always praise when warranted. Positive comments first, then educate on possible corrections.
- Send a thank-you note after visiting a District meeting or whenever the occasion might call for it. Thank the members when addressing or presenting to them.

Planning and Preparing Projects

Auxiliary Projects

Purpose

- Think of a project that will include and bring your community together. Have a solid "why" for this project, such as inspire patriotism, to give recognition to veterans, to teach youth, to bring awareness to the Scholarships Program, to bring veterans' issues to the forefront through legislation, etc.
- Consider who you might collaborate with in the community, such as other organizations or businesses. Look to the National and Department Program goals for inspiration.
- Need help to get started? Not sure of a project? Call on your Auxiliary President or your District Chairman. Even consider asking your Department Chairman. Everyone is on the same team and will help you.

Communication

- When you determine the event/project you would like your Auxiliary participate in, you will need to bring it up under New Business at a regular Auxiliary meeting.
    - State your project and move that the Auxiliary adopt the project.
    - A second is required to further discussion. You may ask a fellow Auxiliary member to second the motion.
    - Discussion will be called for. Here you may elaborate more on the event/project, including:
        - Date and times (Give yourself and members ample planning time. Steer away from suggesting an event that will take place by your next meeting. This does not allow for enough planning time and you will be setting yourself up for failure. Look at least three months ahead for solid planning.)
        - Money from the treasury for food, material, music, etc. It's best to have a projected amount ready to propose.

The President sees the motion through, and if passed, you may proceed with planning.

- You should not be planning the whole event at one meeting as it could take hours to do so.
- State that you will be needing help and say what help is needed, such as set up, clean up, kitchen help, procuring the park site, letters, flyers to be displayed in the community, newspaper and radio contact, etc. Consider staying after the meeting with a sign-up sheet and capture contact information for those interested.
- Within a day or two after the Auxiliary meeting, contact all those who are interested. Call or email them and tell them you would like to meet. Give a date, time and location. If meeting at the Post Home, be sure to get permission from the appropriate authorities prior to the meeting. You can also meet at your home, a coffee shop or another convenient location.
- Confirm with your volunteers what each of their roles will be. Ask them to report back to you and when.
- At the following and subsequent Auxiliary meetings, report the progress of the event planning. Let members know if and what further help will be needed on the event day.

- Don’t forget to contact local media and use social media to promote your project.
- Teamwork will always ensure a great project!
- Following the event, hold a meeting with those who volunteered. Discuss the positives and negatives of the event and make notes of what was done well, as well as notes on what could have been done better.
- Send thank-you notes to all your volunteers if possible, as well as to anyone in the community who provided service or assistance with your event. Also send thank-you notes to any dignitaries or community leaders who may have attended.
- If a member or members did an especially good job for you, print Good Job Awards from the National website and ask to present them at an upcoming meeting.

District Projects

The District Chairmen may be called upon to assist with VFW and Auxiliary Programs.

Due to the extreme variation nationwide on these duties, please coordinate with Department leadership on expectations and assignments.

Refer to the Reporting section on requirements and guidelines.

Department Projects

The Department Chairmen may be called upon to assist with VFW and Auxiliary Programs, projects and events.

Due to the extreme variation nationwide on these duties, please coordinate with Department leadership on expectations and assignments.

Work with your VFW counterpart (if applicable) to ensure a successful project or event. Please refer to the Reporting section on requirements and guidelines.

Reporting of Programs

Auxiliary Reporting

WHY to Report

- Collecting the information from your Auxiliary-approved events and projects, such as volunteers, hours and dollars, helps to substantiate your IRS nonprofit status. Should your organization be audited by the IRS, they will look to these documents to prove you are fulfilling the mission of your organization.
- Keeping a record of your Auxiliary's events and projects help you to tell the story of your Auxiliary to the community. Reporting that information to the Department and therefore the National level helps the organization tell its story as a whole.

WHAT to Report

- Describe the event. Give as many details as possible.
- Designate what Program(s) to report under, such as Americanism, Legislative or Youth Activities.
- Number of volunteers. A volunteer is a person who gives time to the project or event before, during or afterwards in direct relation to the outcome. Volunteers are not paid.
- Amount of money expended, to include any funds spent in direct relation to the event or project. May include mileage at an estimated value established by the IRS. At the time of printing, the value was at $0.14/mile.

WHEN to Report

- Compile this information as soon as possible. It becomes more difficult to compile the information the further you get from the event or project.
- Report as often as your Department requests.

HOW to Report

- Each Department establishes its own reporting system. For details and assistance, contact your Department Chairman and/or Department Secretary.
- Follow up to be sure your report was received.

Best Practices in Reporting

- Do not double report. A project may be applied to multiple Programs. However, the hours, volunteers and expenses should be split between those Programs.
    - For example: Your Auxiliary visits a local elementary school and teaches children to recite the Pledge of Allegiance. While you are there, you have the children make cards for hospitalized veterans. Five members organized and attended the event. It took six total hours to plan, prepare and complete the event. The Auxiliary spent $32 on supplies. The project can be reported in the Americanism Program and in the Hospital Program. Under Americanism, you decide to report three volunteers, four hours and $25. Under Hospital, you decide to report two volunteers, two hours and $7.

- Use common sense. If a project or event doesn't seem to be covered by a specific Program, choose the Program most closely related.
- You don't have to work every Program. Work hard on the ones you choose.
- If a project does NOT fit a Program in any way, then report the information to the VFW for inclusion in the Community Service Report.
- Include your name, contact information, Auxiliary number and the best way to reach you.
- Keep one copy for Auxiliary records.
- Don't forget to report financial donations made by motion or established by Standing Rules.
- If your Auxiliary participates in a District and/or Department event, be sure to report this information, i.e., volunteers, hours and expenses.

District Reporting

- District Chairmen, if appointed, should assist the Department in the reporting process as requested. They may or may not be involved.
- Be sure to learn the responsibilities regarding reporting as a District Chairman. These differ widely by Department.
- Assist in educating Auxiliaries on the importance of reporting and the Department's designated process.

Department Reporting

- Be sure you understand your responsibilities as it concerns your Department's reporting system. This system for reporting is established by the Department leadership. It may be digital or written.
- You MUST fill out the National Year-End Report form found in the National Program Book. The form is due to your Department President by May 1.
- Please be aware that this is separate from the promotions, materials and presentations you will be sending all year long to your National Ambassador.
- You should also be helping to encourage and assist Auxiliaries in the reporting process.

Reporting to the VFW Community Service Chairman

Each Department has established a system for collecting and reporting Community Service information to the VFW. Make sure you clearly understand what is expected of the Auxiliary, how and to whom to communicate it and when.

Guidebook 3 – Membership, Recruiting & Extension

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Membership and Recruiting

2 Reasons to Join the VFW Auxiliary
2 Publicity
2 Personal Contact
2 Investigating Committee
2 New Applications
3 Applicant Information
3 Proof of Eligibility

Extension

4 Department Chief of Staff Duties
5 Resources

MEMBERSHIP AND RECRUITING

Reasons to Join the VFW Auxiliary

- Honor the service of a family member
- Promote patriotism in your community
- Participate in Programs bringing family and community together
- Advocate for veterans' issues with elected officials
- Be the voice of veterans who gave the ultimate sacrifice

Publicity – The key to getting our story out

- Make use of all forms of media
- Contact your local Chamber of Commerce and city officials
- Invite the public to social events and provide Auxiliary information
- Display and hand out Fact Sheets, both local and National

Personal Contact

- Send letters to Post members inviting members of their families to come and learn about the Auxiliary
- Encourage members to recruit their family members
- Ensure that all members feel wanted and needed
- At every Post function promote our Programs
- Get phone numbers and email addresses of all prospective members and then follow up
- Send surveys to members to find out their interests

Investigating Committee (*Refer to Sec. 102*)

- A committee of three appointed by the current President
- Carefully examine for eligibility through their veteran. Become familiar with the VFW Eligibility Guide
- Must see proof of eligibility unless joining under current Post Member
- Must have two (2) signatures of Investigating Committee
- Auxiliary shall not take action until Investigating Committee reports

New Applications

- Ensure application is filled out completely and legibly
- Ensure applicant is eligible for membership through their veteran
- Investigating Committee should be fully trained and responsible
- **A permanent copy must be kept on file** with the Treasurer and a copy (per the Bylaws) sent to the Department Treasurer

Applicant Information

According to the Booklet of Instructions, Page 2, located in the *Podium Edition: Bylaws and Ritual*, "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." *(Note: Investigating Committees are appointed by the Auxiliary President and can change meeting to meeting).*

The following fields are to be completed on each application and MUST be legible:

- Auxiliary Number, City and State
- Type of Membership (Annual, Life, etc.)
- Full name of Applicant (spelled correctly)
- Date of Birth
- Full address of Applicant - including ZIP Code
- Gender
- Phone
- Email
- Post Affiliated or Non-Affiliated
- Relationship to Veteran
- Veteran's Name
- VFW Membership ID (if affiliated)
- Post Number (if affiliated)
- Name of campaign ribbons or medals (if not Post affiliated)
- Foreign service dates and location
- Signatures of the investigating committee (at least 2)
- Applicant's signature and date
- Recruited/Recommended by is an optional field. (If included, include their Member ID #)

Proof of Eligibility

The following items may prove eligibility

- Separation Document (DD214)
- Travel or medical orders
- Campaign ribbons or medals
- Assignment listings
- Letters from a foreign war zone
- Active duty orders showing a qualifying area

Once an applicant has been voted on, all proof of eligibility documentation must be returned to them.

Resources

Find more than 25 documents, templates and tools to help you retain members, welcome new members and recruit to the organization under Membership at vfwauxiliary.org/resources.

EXTENSION

Department Chief of Staff Duties

- Identify struggling and/or failing Auxiliaries by means of the Official Visit Form (may be created by your Department or access samples in MALTA)
    - Missing Officers
    - Failure to hold regular meetings and/or have a quorum
    - Timely submission of audits in proper format
    - Minutes of Auxiliary meetings not in proper format
- Work with Unaffiliated Posts to establish new Auxiliaries
- Assist in establishing new Auxiliaries
    - Become an Organizer or assist any Organizers in the institution of new Auxiliaries
    - Be familiar with the process as established by National Headquarters
    - Guide/mentor new Auxiliaries or assist those appointed by the Department President
        - A team of three members is recommended during this mentoring period with a minimum of two attending the meetings
    - Work with new Presidents and inform them of resources available
    - The Organizer or person assigned by the Department President should mentor and guide new Auxiliaries for a minimum of one full year after institution
    - Introduce the Auxiliary to the National Programs and resources for each
- Work to train and engage all members, if asked
- Assist the Department President in dealing with complaints within an Auxiliary, if asked
- Help to answer questions regarding the National Bylaws and Ritual
- Maintain current Auxiliaries through mentoring, communication and assistance

Attributes

- Dependable and friendly
- Positive attitude
- Organized and productive
- Knowledgeable
- Creative
- Able to meet deadlines
- Enthusiastic and courteous
- Motivating and outgoing
- A “go-getter”
- Team player
- Be available to answer questions
- Represent the Organization in a professional manner

Good Mentoring – "Open the door, open your eyes, open your heart."

- Be kind, not right
- Mentor must be dedicated, knowledgeable and supportive of all members
- Know how to communicate
- Kind to everyone
- Positive, never negative
- Make every member feel important
- Show appreciation
- Develop genuine interest in members
- Respect, listen and smile!
- Remember, everyone has talent and something to contribute

Resources

The following resources are found on the VFW Auxiliary National website, vfwauxiliary.org/resources:

The Healthy Auxiliary Tool Kit

- VFW Auxiliary Sample Meeting Agenda
- Auxiliary Meeting Checklist
- Healthy Communication Phone/Text Tree
- Healthy Auxiliary Checklist – Auxiliary to-Dos and Deadlines
- VFW Auxiliary Meeting Challenges & Solutions
- VFW Auxiliary Member Questionnaire
- VFW Auxiliary Health Certificate
- VFW Auxiliary Good Job Award

Extension, Mentoring and Membership Tools

- *VFW Auxiliary Mentoring Guide: Relationship Building For the Future*
- 5 Essentials of an Auxiliary Cards
- VFW Auxiliary Acronym and Common Terminology
- Starting a New Auxiliary Card
- Why Having an Auxiliary Can Boost Your Post (Unaffiliated Post presentation)
- Membership Recruitment and Retention Tools
- Guide to Using Technology to Conduct an Auxiliary Meeting
- Personal Mentoring Card
- Strengthening Auxiliaries – 30 Ways to Recruit, Retain and Mentor Members
- Publicity Tool and Sample Speeches
- Top Ten Reasons for Your Post to Have an Auxiliary
- Online Auxiliary Academy which includes the Auxiliary Traditions video and handout

Other Helpful Resources

- Current *Podium Edition: Bylaws and Ritual*, available from the VFW Store, vfwstore.org
- *Robert's Rules of Order* (parliamentary procedure guide)
- Ambassador, Conference Chairman, Department Chairman bulletins
- Ambassador blog posts
- VFW Auxiliary National social media: Facebook, Instagram, YouTube and Pinterest
- VFW Auxiliary e-newsletter, sign up for it at vfwauxiliary.org to keep you up to date and current on Auxiliary business

Guidebook 4 – National District Council Members

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3 Training for National District Council Members
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4 Department Official Visit(s)
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NATIONAL DISTRICT COUNCIL MEMBERS

Article VII, Sec. 710 – Council of Administration, Composition and Duties: Provides the composition and duties of the National Council of Administration to include the following:

- Specifies that the National Council of Administration includes the National Regional District Council Members as set out in National Bylaws **Sec. 804E**.
- States that National Council of Administration members:
    - Should be prepared to vote at called Council meetings on whatever might come before the Council.
    - Approve the National budget
    - Have full power to fix the salaries of the Officers of the organization
    - Approve the audit of the Auditing Committee
    - Propose and approve expenditures outside National Standing Rules, Budget, and Bylaws
    - Can request (with a majority of the members of the National Council of Administration) that the National President call a special meeting.

Article VIII - Officers, Sec. 804E – National: States that National Regional District Council Members be elected from Departments in turn as Departments are listed in this section thereby giving every Department its turn following expiration term of office of Council Member from Departments as listed.

Information for Newly Elected National District Council Members (NDCMs)

- NDCMs are elected to their office at their Department Convention.
- Following election, the Department Secretary and the National Representative (who was at that Department Convention) submit the name and contact information of the newly elected NDCM to National Headquarters.
- National Headquarters contacts the newly elected NDCM with the following:
    - Verification of the contact information for the newly elected NDCM
    - General NDCM responsibilities and obligations citing National Bylaws sections
    - NDCM training opportunities (i.e., session at National Convention, National-sponsored webinar, National website)
    - General travel policies
    - National Fact Sheet and other resources necessary
- National Headquarters sends specific communication to the newly-elected NDCM concerning the upcoming National Convention (i.e., authorization to travel; instructions on arranging transportation; travel policies; dress code for Installation; estimated expense form, etc.)
- National Headquarters sends minutes and materials from the previous Council of Administration meeting to the newly elected NDCMs and all outgoing NDCMs since the outgoing NDCMs were present and voted in that previous meeting. National Headquarters sends the agenda, minutes from the previous Council of Administration meeting and materials to review to all NDCMs, including the newly-elected NDCMs for the upcoming National Council of Administration meeting.
- Newly Elected NDCMs will receive training from National Headquarters at a stated time and place, or will receive training online or by conference call.

Training for National District Council Members

VFW Auxiliary National Headquarters will provide training to National District Council Members (NDCM). You will be contacted by Headquarters for the date, time and location of the training. Following is a summary of the training that will be given.

Part I - Introduction

- Congratulations on their election
- Expectation of the National Organization: The NDCM is a representative of the National Organization and the National President and should be positive, kind and friendly in their remarks and actions to all members.
- Communication is important. Communicate with National Headquarters and your Department(s).

Part 2 - General Training

- The role and composition of the National Council of Administration
- The role of the NDCM
- The duties and responsibilities of the NDCM
- The obligations of the NDCM to their Department(s) and to the National Organization
- The fiduciary duty of the NDCM
- A review and an explanation of the National Budget
- A review and an explanation of the National Standing Rules
- Travel Policy
    - Expenses paid by the National Organization
    - Use of VTS Travel Service
    - Travel companion policies
- A review and explanation on how to complete all required forms
- Keep copies of information received and pass on to the newly elected NDCM, so they will be well informed when they start.
- BE PREPARED! Have talking points, speeches and information available.
    - National Headquarters will provide topics that the National President wants emphasized.
    - National Headquarters may provide topics they want emphasized or explained (i.e., MALTA).

Part 3 - National Council of Administration Meeting

- Travel arrangements
- What to expect at the National Council meeting
    - Where NDCMs usually sit
    - Usual agenda
- Forms
- NDCM duties during the meeting

Part 4 - Department Official Visit(s)

- National Headquarters will confirm the NDCM has been assigned to visit.
- Prior to the visit, the NDCM shall communicate with the Department President to confirm arrival/departure day/time; uniform of the day; requested topics.
- Travel arrangements as instructed by National Headquarters
- Forms
- NDCM duties during the visit
    - Greetings from the National President
    - Topics from National Headquarters
    - Share information from the National Council
        - Explain the roles of the National COA and the NDCM
        - Explain who is on the National COA
    - Take note of questions/concerns to send back to National Headquarters
        - What to do if the NDCM cannot answer a question
    - Completion of the NDCM Visitation Form
- Protocol
- Tips for speeches
    - Always end with a Thank You: "Thank you for being a member and for all you do. Your membership is deeply appreciated. You are so important to the success of our mission."
    - Keep is short and to the point.

Part 5 – Other/Housekeeping

- What to do (or not do) when visiting your own Department
    - Do not give personal opinion when visiting as NDCM; give the opinion of the National President/Organization
- Gifts are optional

Guidebook 5 – Financial Responsibilities

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Department Treasurers

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AUXILIARY, DISTRICT AND COUNTY COUNCIL TREASURERS AND TRUSTEES

Fiduciary Responsibility of Officers including Treasurers and Trustees

What is a fiduciary?

Essentially a fiduciary is a person that owes to another or to a group the duties of good faith and trust. That person is bound ethically to act in the best interest of the other or of the group. While a fiduciary may be responsible for physical wellbeing of another a fiduciary is usually responsible for the financial management of the assets of a person or group. Bankers, accountants, executors, board members, and corporate officers are all considered fiduciaries.

Therefore it follows that the Treasurer and Trustees of the VFW Auxiliary at all levels have a fiduciary responsibility to the Auxiliary and its members. They are expected to act in accordance with the approved actions of the Auxiliary that are not in conflict with the Bylaws, and also to advise the Auxiliary as to financial matters.

As the Treasurer is the Officer responsible for the finances of the Auxiliary, it falls to that person to be a fiduciary for the Auxiliary. You are expected to act in accordance with the approved actions of the Auxiliary but also to advise the Auxiliary as to financial matters.

EXAMPLE: The Auxiliary considers a motion to donate $100 to a charity that is researching childhood diabetes. The Auxiliary believes that the donation can be taken from the Relief Fund that has enough to cover the donation.

As Treasurer, it would be your fiduciary responsibility to advise the Auxiliary that a donation to that particular charity does not meet the Relief Fund guidelines. The same donation from the General Fund would seriously deplete that fund.

You have done your duty as a fiduciary:

1. You advised the Auxiliary of the Bylaws regarding the Relief Fund.
    - If in doubt about the appropriate use of Relief Funds, the motion could be requested to be tabled until clarification can be obtained from Department.
2. You advised the Auxiliary of the status of the General Fund. It is then up to the Auxiliary to act.

Once you have advised the Auxiliary as in the example above, the final decision is up to the membership. Too many times the Treasurer takes it upon themselves to not act in accordance with the approved motions.

Certainly as Treasurer and as a fiduciary to the Auxiliary, you have the moral obligation to obey the Bylaws – that's part of the ethical requirement of being a fiduciary. However, if the Auxiliary approves a motion, the Treasurer needs to abide by their decision.

The Treasurer is in the unique position to act as a liaison between the Auxiliary members and others, including the VFW Officers and members.

EXAMPLE: The VFW Quartermaster comes to you as Treasurer and asked for assistance from the Auxiliary to pay a bill. It is not your responsibility, nor do you have the authority to authorize that expenditure (unless it's a Standing Rule).

However, you can discuss the matter so that you can bring it to the membership with knowledge. You can bring up for discussion why the Post needs assistance with paying bills.

Having a good relationship with the Post Officers allows you to facilitate (offer other alternatives) and at the same time support the Auxiliary position (explain where Auxiliary funds are allocated).

The references herein to the Bylaws and other suggestions are meant to assist those Officers with fulfilling their duties as Officers and their fiduciary responsibility.

Role of Treasurer

Comments in Italics are not a part of the Bylaws and are informational only.

Sec. 813 - Treasurer, Duties of (All Levels)

- Duties of the Treasurer are most efficiently conducted through electronic means.
    - *Basic computer knowledge is helpful.*
- The Treasurer is responsible for keeping National Headquarters up to date with bank information, i.e., account number and/or routing number.
    - *Failure to have accurate information will cause delay in processing dues and receiving funds from National Headquarters.*
- The Treasurer shall write and sign checks as voted on.
- The Treasurer shall be the Treasurer of all Auxiliary committees handling funds.
    - *All funds should be turned over to the Auxiliary Treasurer immediately. When receipts are not immediately given (50/50 drawings), it's recommended that the person collecting the cash and at least two others assist in counting cash and write receipt.*
- 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.
        - *It is acceptable to email the request to National Secretary who will communicate the request to the National President. Be sure to include a time period such as 3 months. Then follow up and advise the National Secretary that the elected Treasurer is ready to resume her duties. Or if necessary, advise the National Secretary that the elected Treasurer has resigned or passed away and election will be held to fill that vacancy at upcoming regular or special meeting.* ***(Refer to Sec. 809B)***

- 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.
        - *Available at the meeting should be either the actual ledger book or computerized print outs.*

Members have the right to see the Treasurer's books but not to dictate when and where. There should be mutual respect – the Treasurer and the member that wants to see the Treasurer's book should work together to set a time and place that works for everyone.

- The manner in which the Treasurer's Reports are read, printed and/or distributed shall be at the discretion of the Auxiliary by vote of the membership.
    - *The Auxiliary gets to decide if they want the report read or copies distributed or both. Reading all those numbers makes members zone out. If your Auxiliary votes to distribute copies, consider giving the members a few minutes to look it over before asking if there are any questions. Some people appreciate having a copy of what's being presented so they can follow along. Some members are concerned about the information being taken out of the meeting room. So the membership gets to choose!*
- The Trustees or Audit Committee members shall sign the Audit and initial all pages of the Treasurer's records.
    - *Trustees should sign and date the bank statements/reconciliations and copies of receipts at time of audit.*
- The Treasurer shall collect all money due and give a receipt for all cash.
    - *The Auxiliary Treasurer should always have a receipt book available so that a receipt can be issued immediately. This is a good procedure to have in place to avoid discrepancies.*
- The Treasurer shall submit all forms necessary to be in compliance with Federal and State regulations.
    - *Make sure to file the appropriate IRS tax forms and state tax forms if required by your state. If in doubt contact your state Department of Revenue or state tax office. Every Auxiliary needs to file at least a 990-n e-Postcard with the IRS by November 15 if their gross receipts are less than the revenue threshold. Currently, that revenue threshold is $50,000. If the Auxiliary's gross receipts are greater than $50,000, they must file a Form 990 or Form 990-EZ. If you have questions, you can always call National Headquarters and get some general advice, but if you have a specific issue, you need to contact the IRS. They are not the enemy! The current phone number for the IRS Exempt Organization area is 1-877-829-5500.*
- 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.
    - *Once the newly elected Treasurer takes office, all of the Treasurer's books, etc. need to be turned over to that person.*

Additional Items for Treasurers – All levels

As Treasurer, it is your responsibility to be organized and ready for the Auxiliary meeting. The same holds true for audits. By being organized and prepared you show your respect for the other Officers and members and they are more engaged.

Everyone's time is valuable.

Auxiliary Treasurer *(Refer to Sec. 813A)*

- 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.
    - *Do not jeopardize Auxiliary funds by holding them in a non FDIC (Federal Deposit Insurance Corporation). This is part of protecting Auxiliary funds.*
- 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

There is no limit to the number of funds an Auxiliary can use. The primary reason to use different fund names is to ensure that donations for specific funds are kept as restricted.

Some different examples are:

- *Youth Activities Fund*
- *Christmas Fund*
- *Hospital Fund*
- *Cancer Aid & Research Fund*
- *Cancer Aid & Research Grant Program Fund*
- *Bingo Fund*
- *Kitchen Fund*
- *VFW National Home Fund*

Funds names that cease to be used should be deleted from records.

- 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 office 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.
    - An Auxiliary may vote to accept payment by credit and/or debit card.
        - *Standing Rules are the best tool to allow the Auxiliary to continue to do business between meetings and to take care of unexpected matters.* ***(Refer to Sec. 211)***

- Bills may not be paid electronically.
    - With the exception of money transferred to National Headquarters
    - Or for the purpose of paying taxes
        - *Since Auxiliary checks must be countersigned by the President (Booklet of Instructions) paying bills electronically cannot be done.*
- 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.

When a company or an individual makes a donation to the Auxiliary, whether it's a $100 check or buying dinner at the annual VFW National Home dinner for example, they expect that their donation will be expended for that purpose.

Consider the differences between what can be paid from the General Fund and what can be paid from the Relief Fund. The approved uses of the Relief Fund are shown in the Booklet of Instructions.

Most are very specific but a couple are pretty broad, such as:

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.*

Items that can be paid from the Relief Fund should be paid from that fund first since that is a restricted fund. Items that cannot be paid from the Relief Fund must be paid from either the General Fund or another fund specified for that purpose.

EXAMPLE: *The Auxiliary approves donation of $50 to the Girl Scouts to help scouts go to camp. That donation does not meet the criteria for payment from the Relief Fund.*

EXAMPLE: *The Auxiliary approves advancing funds to a member who volunteers at a nursing home and wants to have special treat for veterans there on Veterans Day. That donation does meet the criteria for payment from the Relief Fund.*

- The Treasurer shall collect and process dues in accordance with the procedures established by the National Treasurer.
    - *The membership application process includes:*
        - *A legible, complete, accurate, signed application: The very first step in the application process is reviewing the application. Make sure that it's legible. Talk to your members, Post members, Post employees and ask for their help. Ask them to make sure that the application is clear and complete. You can always call and get the information but what if you can't read the phone number?*
        - *Payment: Payments should be deposited prior to entering the new member in MALTA to avoid insufficient funds, especially of Life Member fees.*
        - *Review of eligibility by the Investigating Committee: Investigating Committee members need to know where to look for eligibility information and different methods to prove eligibility.*
        - *Ineligible applicants – You receive an application and it's clear the veteran is not eligible. Do you wait and give it to the Investigating Committee at the meeting? No, call the applicant and go over the eligibility requirement. They may not have understood the application and did not fill it out properly or they may have another veteran that meets the requirement. But do not embarrass them by waiting for the meeting, have the Investigating Committee find*

them ineligible and make that announcement. If they do not have an eligible veteran, invite them to volunteer with you. After all, there must have been a reason why they wanted to join. You may not have a member, but you may get a great volunteer. Acceptance or Rejection by vote of the Auxiliary: If a member is rejected for cause other than ineligibility:

- *Refund any application fee and/or dues by check.*
- *Make sure Minutes notate that member was found ineligible or rejected. This makes a difference – an ineligible applicant may reapply; a rejected applicant must wait one year before they can reapply into THAT Auxiliary.*
- *Mark the application "REJECTED" and send a duplicate copy to the Department Treasurer.*
- *Treasurer processes the membership in MALTA or forwards to the Department Treasurer.*
- *Forward copy of the completed application (including Investigating Committee Signatures and date of acceptance) to the Department Treasurer even if the Auxiliary entered the member in MALTA.*

Records get lost or destroyed, and it's best for the Department to have a copy of applications also. However, DO NOT keep eligibility documents! Eligibility documents need to be returned to the member and advise the member to keep the documents readily available for any future needs.

Identity theft is real – Auxiliaries should never keep items that have personal information that can be stolen.

- 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 Treasurer's report is a report given as of that day. When the Trustees audit the Treasurer's books and they discover an error, the Treasurer will correct the error and that will change that report.
- 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.

Booklet of Instructions - 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) Balances on hand.

3. Outstanding checks should be reviewed yearly to see if any check should be voided.

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

Booklet of Instructions - Auxiliary Treasurer Miscellaneous

Refer to this section for instructions on:

1. Past Officers' Pins
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; 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.

The Booklet of Instructions contains a suggested format for Treasurer's Report. The Treasurer may also use computer programs for the reports such as spreadsheets (Microsoft Excel) or an accounting program (Quicken, QuickBooks).

Additional Items for Auxiliary Treasurers

- ***All disbursements of Auxiliary funds must be approved by the Auxiliary membership, either by approved motion as stated in the minutes or Standing Rule.***
- ***Consider your role as mentor. As Treasurer you have the opportunity to mentor not just new members but our longtime members. Both may have questions regarding matters that fall under the Treasurer (finances, Standing Rules, membership, etc.). The Auxiliary Treasurer is one of the first mentors to new members. Always be open, honest, kind and courteous with the other members. Remember, it's their Auxiliary too and their finances that you have charge over.***

County Council / District Treasurer *(Refer to Sec. 813B)*

- 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.

Trustees, Duties of (All Levels) *(Refer to Sec. 814)*

(An audit is a process involving the verification of the accounting for all monies received by the Auxiliary and all monies disbursed by the Auxiliary, among other things.)

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.
    - *The Auxiliary Officers must make every effort to conduct the audit at time and place that allows all the appropriate Officers to attend. Having an audit on a Monday morning when two of the Trustees work, does not allow them to do their duty as Trustees.*
- A signed copy of the accepted audit shall be forwarded to the Department Treasurer by the most Senior Trustee present at the audit.
    - *The Department Treasurer is going to review the audit for errors and anything that appears out of order.*
- 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..
    - *Why do we need to audit the books and records of the Secretary? It is your responsibility to verify that disbursements were approved by the Auxiliary by proper motion and vote or if the disbursement is covered by a Standing Rule.* ***Every disbursement must be checked for Auxiliary approval in the Secretary's Minutes or Standing Rules.***

The audit is a process to verify the accounting for all monies received by the Auxiliary and all monies disbursed by the Auxiliary.

- *Verify monies received are in the correct fund*
- *Verify receipts for cash are shown*
- *Disbursements by check – verify the check number, date, payee and purpose are shown*
- *Verify the back side of reconciled checks are included.*
- *Receipts for purchases are included*
- *Accounts are being reconciled monthly*
- *Bond amount is sufficient and approved by membership*
- *Appropriate tax forms have been filed*

Items to have on hand for an audit:

- *Podium Edition: Bylaws and Ritual (Current edition)*
- *Treasurer's Guide*
- *Calculator*
- *Membership Reports*
- *Phone numbers for Department President and Department Treasurer*

Auxiliary Trustees need to know what an audit entails and then they can decide how to complete the task. The end result of a proper, complete audit is the goal and the Trustees can find the method that works for them.

- No later than the end of the month following the expiration of each quarterly period.
    - First Quarter ending March 31 Audit to be completed by April 30
    - Second Quarter ending June 30 Audit to be completed by July 31
    - Third Quarter ending September 30 Audit to be completed by October 31
    - Fourth Quarter ending December 31 Audit to be completed by January 31

If the Auxiliary needs an extension for their audit, contact the Department President.

- Trustees and pro tems shall sign the audit
    - *Some Auxiliaries have the President and Secretary sign below the date of the audit to show they were present for the audit.*
- All pages attached to the record books shall be signed/initialed by the Trustees at the time of the audit.
    - *If corrections need to be made to the Treasurer's books or Secretary's books, that can't easily be made at the audit, adjourn and meet again.*
- The Trustees shall submit and read the written report during an Auxiliary meeting.
    - *At least one of the Trustees present for the audit, should read the report and move to accept it.*
- A motion to accept the audit is required.
- A copy of the accepted audit shall be included in the minutes record book.
    - *The Trustees can sign multiple originals of the audit report or copies can be made of the original.*
- Quarterly they shall record the date of the 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.
    - *Trustees should carefully check each bill before authorizing payment. Verify that all items on the bill are appropriate for that event or donation.*
- They 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, District and County Council may direct or the law require.
- The Senior Trustee whose term expires at the next election serves as Chairperson and shall call the meetings for the audits.
- Audit reports must be incorporated in the minutes, but the Secretary may read only the balances.
    - *It's easiest to attach a copy of the audit report to the Minutes and incorporate them by attachment. The audit report is attached to the minutes of the meeting when the audit was accepted.*
- 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 and discrepancy.
    - *If there is any doubt as to the seriousness of the duties of the Trustees, this section makes it clear. We expect Trustees to be diligent in their duties. Do not just sign a blank audit form or an audit form that the Treasurer has filled out.*
- It shall be the duty of the Trustees to see that the offices of the President and Treasurer are bonded with an indemnity company authorized by National Headquarters or the Department.

- As surety 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.
    - *Example: If the Auxiliary averages $30,000 a year in all Auxiliary accounts (checking/savings) the bond amount is $60,000.*
- The amount shall be approved by the body and the bond premium paid from their funds. A motion shall be made, passed and included in the Secretary's minutes.
    - Trustees need to verify:
        - The approved amount of the bond.
        - The required amount of the bond.
        - That the bond premium has been paid.
- The office of President shall hold the original bond of both offices.
    - *Using MALTA, the Auxiliary can print multiple copies.*
- A copy of the President and Treasurer bond shall be incorporated into the minutes each year.
    - *A copy of the bond needs to be given to the Secretary to include in minute book.*
- Bonds do not cover gaming accounts, i.e. Bingo. (See the Treasurer's Guide)
- Should a Trustee resign, move away, etc., the Auxiliary will elect a member to fill in the un- expired term of that particular Trustee.
    - *There is always some confusion on this issue. Trustees do not "move up". Here's an example: The Auxiliary 2 year Trustee is moving out of state and resigns. The 3 year and 1 year Trustees remain in their respective office. The Auxiliary will hold an election to fill the office of 2 year Trustee and will complete that term.*

Booklet of Instructions – 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
    j) Membership reports available from the National website such as CMR, Monthly Membership Update Report, Monthly Membership Transfers Report, and Monthly Membership Paid Report.

*The Trustees should not attempt to do an audit without **all** the required books and documents. A copy of the previous audit needs to be provided also.*

2. The Quarterly audit of books is conducted by the Trustees. ***(Refer to Sec. 814)*** The President, Secretary and Treasurer should attend the audit.

3. As stated in **Sec. 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 (reconciliation). 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.

Trustees need to verify the receipts provided for items that are purchased. All expenditures from the Auxiliary account must have a corresponding receipt. There is no other way to verify that the expenditure was used for the intended purpose.

EXAMPLE: *The Auxiliary approves advancing funds to purchase food for a fundraiser dinner – a burger night. The member who volunteered to purchase the food submits the receipt which includes all the items for the burger night but at the bottom is a bottle of laundry detergent. If the Treasurer has not caught the discrepancy, it is up to the Trustees to bring it to the attention of the Treasurer.*

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 the audit and report their findings in their report. If any mistakes are reported, the Treasurer or the Secretary, himself/herself, shall be directed by the President to make the necessary corrections(s) in his/her book. The Trustees shall sign the audit after all mistakes, if any, have been corrected.**

The Booklet of Instructions contains a suggested format for Auxiliary Audit Report with detailed assistance in completing the form. The form is also available on the VFW Auxiliary website, vfwauxiliary.org.

Additional Items for Trustees

a) All receipts are needed in the audit process.
b) Are transactions in the correct fund?
c) If cash was received, was a receipt given and shown?
d) If payment was made by check, is the check number, date, payee and purpose listed in the Treasurer's book.
e) Do you have all required receipts for transactions?
f) Is the Treasurer reconciling accounts monthly?
g) Are all motions authorizing expenditures in the Secretary's Book or in the Standing Rules, with the exception of dues?
h) Is a copy of the last audit in the Secretary's book?
i) Have all required federal, state and local tax forms/reports been filed?

Red flags to watch for are those things that look out of the ordinary and should be questioned:

- Treasurer is not providing copies of the backs of cancelled checks if requested
- There are consistently outstanding deposits
- Bank statement shows "auto" disbursements

- Bank statements are not reconciled
- Bank statements show debit or credit card disbursements
- Bank statements show cash withdrawals
- Purchase receipts are missing

Booklet of Instructions - Record Retention Guide

Includes suggested Retention Periods for Treasurer's Records (Ledgers, Audits, Bank Statements, Cancelled checks, Receipt books, Vouchers, etc.)
Budgets
Membership Applications

Standing Rules (Auxiliaries, County Councils, Districts and Departments) *(Refer to Sec. 211)*

- 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.

Standing Rules allow the Auxiliary to do business between meetings. They also keep meeting time down since disbursements made due to Standing Rule do not need to be approved again. Standing Rules need to be clear and concise and answer all the "what if" questions. Standing Rules should be reviewed at least annually to amend those that need to be updated and rescind those that are no longer needed.

Here are examples of both ambiguous and concise Standing Rules:

BAD: *Auxiliary will provide financial aid to a member as needed.*
GOOD: *Auxiliary will provide financial aid to an Auxiliary member in good standing upon approval of the Trustees. Said aid shall not exceed an aggregate amount of $100 during the fiscal year (July – June). Aid will not be given directly to the member but instead to third party vendors.*

BAD: *Kitchen Chairman may spend $100 for supplies.*
GOOD: *The Kitchen Chairman may spend up to $100 per month to purchase food and/or supplies for the kitchen for Auxiliary events. Receipts must be provided.*

MALTA – Log in at vfwauxiliary.org

MALTA is the Auxiliary membership database. Auxiliary Treasurers can:

- Process all their continuous members' dues
- Convert Annual Members to Life Members
- Review the Auxiliary membership list
- Edit member's information (change name, update address, phone and email)
- Keep up with Auxiliary membership percentage
- Configure Dues – make sure the dues amount is accurate. This is especially important! Members paying their dues online will pay this amount.
- Mark members as deceased
- Print address labels

It is the responsibility of the Treasurer to make sure that the bank account information (ACH) for the Auxiliary is up to date. National Headquarters will deposit the Auxiliary portion of dues paid online by members directly into the Auxiliary account.

PLEASE NOTE:

- Transfers of Auxiliary members must go through Department Treasurer.
- Auxiliary Treasurers who do not want to use MALTA can continue to send membership to the Department Treasurer.

DEPARTMENT TREASURERS

What is a fiduciary?

Essentially a fiduciary is a person that owes to another or to a group the duties of good faith and trust. That person is bound ethically to act in the best interest of the other or of the group. While a fiduciary may be responsible for physical wellbeing of another a fiduciary is usually responsible for the financial management of the assets of a person or group. Bankers, accountants, executors, board members, and corporate officers are all considered fiduciaries.

Therefore it follows that the Treasurer and Trustees of the VFW Auxiliary at all levels have a fiduciary responsibility to the Auxiliary and its members. They are expected to act in accordance with the approved actions of the Auxiliary that are not in conflict with the Bylaws, and also to advise the Auxiliary as to financial matters.

As the Treasurer is the Officer responsible for the finances of the Auxiliary, it falls to that person to be a fiduciary for the Auxiliary. You are expected to act in accordance with the approved actions of the Auxiliary but also to advise the Auxiliary as to financial matters.

An example of this would be:

EXAMPLE: The Auxiliary considers a motion to donate $100 to a charity that is researching childhood diabetes. The Auxiliary believes that the donation can be taken from the Relief Fund that has enough to cover the donation.

As Treasurer, it would be your fiduciary responsibility to advise the Auxiliary that a donation to that particular charity does not meet the Relief Fund guidelines. The same donation from the General Fund would seriously deplete that fund.

You have done your duty as a fiduciary:

1. You advised the Auxiliary of the Bylaws regarding the Relief Fund.
    - If in doubt about the appropriate use of Relief Funds, the motion could be requested to be tabled until clarification can be obtained from Department.
2. You advised the Auxiliary of the status of the General Fund. It is then up to the Auxiliary to act.

Once you have advised the Auxiliary as in the example above, the final decision is up to the membership. Too many times the Treasurer takes it upon themselves to not act in accordance with the approved motions.

Certainly as Treasurer and as a fiduciary to the Auxiliary, you have the moral obligation to obey the Bylaws – that's part of the ethical requirement of being a fiduciary. However, if the Auxiliary approves a motion, the Treasurer needs to abide by their decision.

The Treasurer is in the unique position to act as a liaison between the Auxiliary members and others, including the VFW Officers and members.

EXAMPLE: The VFW Quartermaster comes to you as Treasurer and asked for assistance from the Auxiliary to pay a bill. It is not your responsibility, nor do you have the authority to authorize that expenditure (unless it's a Standing Rule).

However, you can discuss the matter so that you can bring it to the membership with knowledge. You can bring up for discussion why the Post needs assistance with paying bills.

Having a good relationship with the Post Officers allows you to facilitate (offer other alternatives) and at the same time support the Auxiliary position (explain where Auxiliary funds are allocated).

The references herein to the Bylaws and other suggestions are meant to assist those Officers with fulfilling their duties as Officers and their fiduciary responsibility.

Role of Treasurer

Comments in Italics are not a part of the Bylaws and are informational only.

Sec. 813 - Treasurer, Duties of (All Levels)

- Duties of the Treasurer are most efficiently conducted through electronic means.
    - *Basic computer knowledge is helpful.*
- The Treasurer is responsible for keeping National Headquarters up to date with bank information, i.e., account number and/or routing number.
    - *Failure to have accurate information will cause delay in processing dues and receiving funds from National Headquarters.*
- The Treasurer shall write and sign checks as voted on.
- The Treasurer shall be the Treasurer of all Auxiliary committees handling funds.
    - *All funds should be turned over to the Auxiliary Treasurer immediately. When receipts are not immediately given (50/50 drawings), it's recommended that the person collecting the cash and at least two others assist in counting cash and write receipt.*
- 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.
        - *It is acceptable to email the request to National Secretary who will communicate the request to the National President. Be sure to include a time period such as 3 months. Then follow up and advise the National Secretary that the elected Treasurer is ready to resume her duties. Or if necessary, advise the National Secretary that the elected Treasurer has resigned or passed away and election will be held to fill that vacancy at upcoming regular or special meeting.* ***(Refer to Sec. 809B)***

- 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.
        - *Available at the meeting should be either the actual ledger book or computerized print outs.*

Members have the right to see the Treasurer's books but not to dictate when and where. There should be mutual respect – the Treasurer and the member that wants to see the Treasurer's book should work together to set a time and place that works for everyone.

- The manner in which the Treasurer's Reports are read, printed and/or distributed shall be at the discretion of the Auxiliary by vote of the membership.
    - *The Auxiliary gets to decide if they want the report read or copies distributed or both. Reading all those numbers makes members zone out. If your Auxiliary votes to distribute copies, consider giving the members a few minutes to look it over before asking if there are any questions. Some people appreciate having a copy of what's being presented so they can follow along. Some members are concerned about the information being taken out of the meeting room. So the membership gets to choose!*
- The Trustees or Audit Committee members shall sign the Audit and initial all pages of the Treasurer's records.
    - *Trustees should sign and date the bank statements/reconciliations and copies of receipts at time of audit.*
- The Treasurer shall collect all money due and give a receipt for all cash.
    - *The Auxiliary Treasurer should always have a receipt book available so that a receipt can be issued immediately. This is a good procedure to have in place to avoid discrepancies.*
- The Treasurer shall submit all forms necessary to be in compliance with Federal and State regulations.
    - *Make sure to file the appropriate IRS tax forms and state tax forms if required by your state. If in doubt contact your state Department of Revenue or state tax office. Every Auxiliary needs to file at least a 990-n e-Postcard with the IRS by November 15 if their gross receipts are less than the revenue threshold. Currently, that revenue threshold is $50,000. If the Auxiliary's gross receipts are greater than $50,000, they must file a Form 990 or Form 990-EZ. If you have questions, you can always call National Headquarters and get some general advice, but if you have a specific issue, you need to contact the IRS. They are not the enemy! The current phone number for the IRS Exempt Organization area is 1-877-829-5500.*
- 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.

Once the newly elected Treasurer takes office, all of the Treasurer's books, etc. need to be turned over to that person.

Additional Items for Treasurers – All levels

As Treasurer, it is your responsibility to be organized and ready for the Auxiliary meeting. The same holds true for audits. By being organized and prepared you show your respect for the other Officers and members and they are more engaged.

Everyone's time is valuable.

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.
        - *The Department Treasurer should have a receipt book at all times in order to give receipts immediately for cash.*
    - Be the official accountable Officer of the Department
        - *The Department Treasurer is answerable to 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.
        - *All accounts must be included in Department Audits.*

Funds – Disbursement of

- The Department Treasurer shall expend Department funds only
    - As approved by the Council of Administration in the annual budget
        - *Departments operate under an approved budget and Standing Rules*.
    - Or as approved by the Council of Administration in the Department Standing Rules
    - Or upon presentation of a proper expenditure voucher with bills attached
        - *A voucher is a form used for Department President's approval.*
        - 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 email or signature/initial of the President
            - Vouchers shall be numbered in sequence
                - *Voucher checks (3-part checks) that are numbered meet this requirement.*
            - Reasons for expenditures shall be itemized in detail
                - *Paid receipts for items should also be attached to the voucher.*
            - The recipient of payment shall be designated clearly.
    - The Department Treasurer shall furnish the President with a monthly financial report of income and expenditures.
        - *Most computer accounting programs have a "Cash Flow" or similar report that can easily be run by month and emailed to the Department President.*
    - 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

Records get lost or destroyed and it's best for the Department to have a copy of applications also. However, DO NOT keep eligibility documents! Eligibility documents need to be returned to the member and advise the member to keep the documents readily available for any future needs.

Identity theft is real - Auxiliaries should never keep items that have personal information that can be stolen.

- 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.

The Dues Reserve Fund ensures that the Department will have an operating fund to start the next year.

- 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 and forward a consolidated report covering in detail all membership summaries and dues payments received.
- Shall forward the same together with the proper remittance as instructed by the National Treasurer. (Currently processed in MALTA).

The above sections are not applicable with the current MALTA system.

Security – Book Inspection

- The Department Treasurer shall be bonded with sufficient security in a sum to be approved by the Council of Administration.
        - *Note the difference between Auxiliary President and Treasurer bonds and Department Treasurer Bond. Since the Department President is not a signer on the Department accounts it is not necessary for the Department President to be bonded.*
    - The cost of which shall be paid from the Department Treasury.

- Books shall be open to inspection by
  - Council of Administration
  - Auditing Committee
    - *The Department President appoints Audit Committee pursuant to **Sec. 606C***
  - Certified Public Accountant (CPA) 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 Council, and Districts or a notice stating all Audit Reports have been received from each to the Department Convention Credentials Chairman.
    - *Auxiliaries and Districts that have not submitted their Audit Reports are considered in arrears and will not be able to vote at Department convention.*
  - 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.
    - *Auxiliaries that have not submitted their Audit Reports are considered in arrears and deprived of representation at all levels.*
- Immediately following 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
    - *Department budgets should be clear and concise to avoid confusion*.
  - Restricted funds shall be budgeted separately in every instance and the budget shall be in balance.
    - *An example of a Restricted Department fund is the Convention Fund which includes Delegate fees (if applicable in that state) and any expenses for convention would come out of that fund.*

- 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.
    - *The proposed budget must be approved by vote of the Council of Administration*.
  - When adopted it shall control expenditures of the Department unless otherwise provided by the Council of Administration.
- 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.

Booklet of Instructions - Department Treasurer, Duties of

The Department Treasurer will maintain a file of audits received from each Auxiliary, 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.

Booklet of Instructions - Record Retention Guide

Includes suggested Retention Periods for Treasurer's Records (Ledgers, Audits, Bank Statements, Cancelled checks, Receipt books, Vouchers, etc.)
Budgets
Membership Applications

Standing Rules (Auxiliaries, County Councils, Districts and Departments) *(Refer to Sec. 211)*

- 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.

Standing Rules allow the Auxiliary to do business between meetings. They also keep meeting time down since disbursements made due to Standing Rule do not need to be approved again. Standing Rules need to be clear and concise and answer all the "what if" questions. Standing Rules should be reviewed at least annually to amend those that need to be updated and rescind those that are no longer needed.

Here are examples of both ambiguous and concise Standing Rules:

BAD: *Auxiliary will provide financial aid to a member as needed.*
GOOD: *Auxiliary will provide financial aid to an Auxiliary member in good standing upon approval of the Trustees. Said aid shall not exceed an aggregate amount of $100 during the fiscal year (July – June). Aid will not be given directly to the member but instead to third party vendors.*

BAD: *Kitchen Chairman may spend $100 for supplies.*
GOOD: *The Kitchen Chairman may spend up to $100 per month to purchase food and/or supplies for the kitchen for Auxiliary events. Receipts must be provided.*

MALTA – Log in at vfwauxiliary.org

MALTA is the Auxiliary membership database. Department Treasurers can:

- Process all their continuous members' dues
- Enter new members – both annual members and life members
- Convert Annual Members to Life Members
- Rejoin members
- Review the Auxiliary membership list
- Edit member's information (change name, update address, phone and email)
- Keep up with Auxiliary membership percentage
- Configure Dues – make sure the dues amount is accurate. This is especially important! Members paying their dues online will pay this amount.
- Mark members as deceased
- Print address labels

It is the responsibility of the Treasurer to make sure that the bank account information (ACH) for the Auxiliary is up to date. National Headquarters will deposit the Auxiliary portion of dues paid online by members directly into the Auxiliary account.

PLEASE NOTE:

- Transfers of Auxiliary members must go through Department Treasurer.
- Auxiliary Treasurers who do not want to use MALTA can continue to send membership to the Department Treasurer.