



Standard Operating Procedures

**Guide to Men's Auxiliary
Dues Processing**

**Transmittal Summary Form
(ATMT-01)**

Election Report

**Member Change Request Form
(MCR)**

**Membership Receipt
(P-2)**

Membership Application

Men's Auxiliary Merchandise

Member Insurance Buckslip

Member Benefits

2009-2010 VFW Catalog

Click on Document Name to View

Aids to Leadership

While this is only a guide, it is recommended that Presidents:

Have a copy of the National By-Laws, Manual of Procedure, Department By-Laws, Auxiliary Policy and Guidelines, Officers' Duties and Demeter's Manual.

Be well acquainted with the Men's Auxiliary Ritual – the meeting, draping of the charter, initiation of new members, and chapel services.

Get to know the forms that have to be filled out – membership application, election report, request for warrant, community activities report, president's monthly report, request for treasurer's bond, and the trustee's report of audit.

Get to know the Internal Revenue Service requirements – Form SS-4 (Application for Employee Identification Number), Form-990 and Disclosure Regulations, and especially the 501(c)19 Determination Letter and its contents.

All the above information is enclosed to assist you as President of your respective Men's Auxiliary.

Service to the Community

New Auxiliaries serve to benefit the communities in which they are established by carrying on various programs sponsored by the Veterans of Foreign Wars. All communities, large or small, are receptive to an organization that serves their community. The VFW and its Auxiliaries are well known for sponsorship of the Voice of Democracy Contest, Patriot's Pen Contest, Flag presentations, Citizenship Education, Community Service, Safety, Youth Activities, Hospital, Military and Veterans assistance, and other worthwhile programs and projects. These outstanding programs display the unselfish devotion that members of our organization feel towards our country.

The success of an Auxiliary is a continuous one. The future offers more. You must work together to build a bigger and better organization. To do it, you must be positive in your actions and work as a team.

Veterans of Foreign Wars of the United States

By-Laws

ARTICLE XIII—MEN'S AUXILIARY

Sec. 1301—Formation.

A Post, if the By-Laws of the Department having jurisdiction so provide, may form an association separately constituted as a subordinate unit. The Department in which the Post is located shall charter such unit. Such association shall be subject to the rules established by the respective Department Convention, Department Commander and Post.

Sec. 1302—Eligibility.

Membership in the Men's Auxiliary to the Veterans of Foreign Wars shall be limited to husbands, widowers, fathers, grandfathers, sons, grandsons, brothers and half brothers who attained that status prior to age sixteen (16) of persons who were or are eligible for membership in the Veterans of Foreign Wars of the United States. Members must not be less than sixteen (16) years old.

Persons eligible for membership in the Veterans of Foreign Wars of the United States shall not be eligible for membership in the Men's Auxiliary.

Sec. 1303—By-Laws, Rules of Order and Order of Business.

The By-Laws adopted by any such Auxiliary shall not conflict with the Congressional Charter, By-Laws, Manual of Procedure, Ritual, or laws and usage of the Veterans of Foreign Wars of the United States or Department. Such By-Laws shall conform to rules provided by the respective Department and Post.

Note: the VFW National By-Laws provide for Departments to authorize the formation of Men's Auxiliary units at the Post level only. No other level, such as County, District or Department, is authorized

Veterans of Foreign Wars of the United States
Manual of Procedure
ARTICLE XIII -- MEN'S AUXILIARY

Sec. 1301—Organization and Disbandment of Men's Auxiliaries.

(a) Formation. Men's Auxiliaries shall be formed in accordance with the following provisions and such other provisions as may be required by the Standard Operating Procedure and Department By-Laws.

No Men's Auxiliaries shall be formed, unless approved by two-thirds (2/3) vote of the Post membership present at a regular or special meeting, due notice of the proposed formation having been given the entire membership in writing at least one week prior to a regular meeting, or special meeting called for the aforementioned purpose. Each Men's Auxiliary shall be subject to the jurisdiction of the Post under which it is affiliated. It shall also be subject to the jurisdiction of the Department Convention, Council of Administration and Commander of its respective Department of the Veterans of Foreign Wars of the United States with respect to matters of authority.

Each Men's Auxiliary shall function in accordance with the By-Laws of the Department issuing the charter and the Post with which it is affiliated or lawful orders issued by the Department Council of Administration or Department Commander.

(b) Suspension and Discontinuance. The Department Commander may suspend, for a period not to exceed sixty (60) days, or cancel the charter of any Men's Auxiliary, upon the recommendation of the Post to which such Auxiliary is affiliated, or under such other conditions as may be provided in Department By-Laws.

A Post may, by two-thirds (2/3) vote of its members present at a meeting following a written notice mailed or delivered to each member of the Post in good standing at least ten (10) days before said meeting, vote to request cancellation of the charter of its Men's Auxiliary. The notice must state the contemplated action and reason therefore. If the Post votes to request suspension or cancellation of the charter of its Men's Auxiliary, it shall certify the action in writing and forward same to the Department Commander.

While the Charter of a Men's Auxiliary is suspended, said unit shall not be permitted to function and officers thereof shall be without authority.

(c) Disposition of Property. In the event of a surrender, cancellation or forfeiture of a Charter of a Men's Auxiliary, all official records, money and other property shall immediately become property of the Post.

(d) Reports. The President of the Men's Auxiliary shall, within thirty (30) days after induction into office, submit to the Post Commander an itemized report of the financial status of the association over which he is presiding officer. Such reports shall be acknowledged by the Post Commander during the next regular meeting and may be read to the members assembled. The Auxiliary shall also provide the Post with the names and addresses of its members. At least annually, the Post shall provide the names and addresses of Auxiliary members, and such other information as may be required by Department By-Laws, to the Department issuing the Charter, which information shall also be provided to National Headquarters.

(e) Removal of Officers. The Post Commander may, with respect to the Post sponsored unit and with the concurrence of the membership of the Post and the Department Commander, declare vacant the position of any officer of the Men's Auxiliary who fails to fulfill the duties of his office as required by the By-Laws of the Post, Department or lawful orders from proper authority. Such action, and reason thereof, shall be reduced to writing in the form of a Special Order and delivered personally or by certified mail at the removed officer's last known address.

(f) Discipline of Members. Except as otherwise provided in these By-Laws, no member shall have his membership in the Men's Auxiliary terminated or suspended, nor may any member be relieved of office, unless such member shall have been advised in writing of the charges against him and afforded the opportunity to request that such charges be heard and determined at a disciplinary hearing as hereinafter provided.

1. Offenses. Members who commit offenses recognized by the Veterans of Foreign Wars or Men's Auxiliary shall be subject to disciplinary action and may be assessed the penalties provided in this Article. Offenses recognized by the Veterans of Foreign Wars or Men's Auxiliary are:

- a. Disloyalty to the United States of America.
- b. Failure to fulfill the obligations taken at time of application and admission or the obligations taken upon installation of any office.
- c. Knowing false representation or deliberate concealment concerning eligibility to membership or office or knowingly acquiescing in or permitting ineligible persons to become members or officers.
- d. Disobedience or disregard of the provisions of the By-Laws, the Manual of Procedure, Ritual, General Orders or laws and usages of the VFW Post or Men's Auxiliary or any order of the Department Commander.
- e. Willful disobedience or disregard of any order, by-law, rule or regulation of any VFW Post or Men's Auxiliary of which the member has or should reasonably have knowledge.
- f. Conviction of, or entering a guilty or no contest plea to, a felony in any state or federal court of the United States or conviction of, or entering a guilty or no contest plea to, a misdemeanor or ordinance violation involving moral turpitude.
- g. Conviction of a misdemeanor or ordinance violation, involving, affecting, damaging or taking place upon, the property of the VFW Post or Men's Auxiliary or any activity, clubroom, holding company or unit sponsored by any of them.
- h. Conduct prejudicial to good order and discipline or conduct unbecoming a member in his relations to the VFW Post or Men's Auxiliary or other members.
- i. Divulging any of the private business of the VFW Post or Men's Auxiliary with the intent or effect of embarrassing the VFW Post or Men's Auxiliary or members thereof.
- j. Knowingly participating in any meeting or activity which is subversive, or knowingly contributing to or permitting the use of the member's name in connection with such meetings or activities.
- k. Preparing or signing any false record, return, regulation, order or other official document of or concerning the VFW Post or Men's Auxiliary, knowing it to be false, or making any other false official statement with the intent to deceive.
- l. Selling or otherwise disposing of money or other property belonging to the VFW Post or Men's Auxiliary without proper authority.
- m. Willfully, or through neglect, damaging, destroying or losing any such money or other property described above.
- n. Willfully suffering to be lost, damaged, destroyed or wrongfully used any such money or other property as described above.
- o. Aiding, abetting, counseling, commanding, procuring or causing to be done any act which, if done by him, would be punishable under this Article, or, knowing of an act

punishable under this Article, assisting the offender to prevent his punishment, or, conspiring with any person to perform acts punishable under this Article, or, soliciting the performance of acts punishable under this Article.

- 2. Procedures for Disciplinary Actions and Appeals.** The procedure for disciplinary action shall be the same as those prescribed in Article IX, Sections 903 and 904 of the By-Laws, the Manual of Procedure of the Veterans of Foreign Wars of the United States and the Procedural Guide for Disciplinary Actions, except for interpretation, Men's Auxiliary shall be substituted for Post, VFW Post for Department and State Commander for Commander-in-Chief. Additionally, there are no procedures for approval to the Commander-in-Chief nor the National Council of Administration; the decision by the Department Commander is final.
- 3. Suspension from Office.** When charges and specifications have been preferred against a member holding office, the Post Commander may suspend the accused member from office pending a final decision on a disciplinary action. Such a suspension is affected by notifying the member in writing at his last known address and notifying the Men's Auxiliary of such action. The Post Commander is not required to suspend the accused member in every instance but may use their discretion in determining whether or not such suspension is necessary and appropriate.
- 4. Prima Facie Case.** The term prima facie is a legal term to describe something that is legally sufficient to establish a fact or a case unless disproved. In such a situation, if an accused member has been convicted by a court of law of a felony, misdemeanor or even an ordinance violation, that member often will not be available for or amenable to disciplinary action. Nonetheless, a disciplinary action would be appropriate. Under this section, it would not be necessary for the prosecutor to prove again what the civil authorities have already proven and established in the criminal trial. To establish guilt at the disciplinary hearing, all the prosecutor needs to do is present a certified copy of the court record of conviction. The burden then shifts to the accused to show that the record is not a true and correct record.
- 5. Penalties.** Penalties for offenses recognized by the VFW or Men's Auxiliary shall be:
 - a. Termination of membership in the Men's Auxiliary.
 - b. Suspension from membership for a specified period of time.
 - c. Suspension of certain rights and privileges of membership for a specified period of time.
 - d. Removal from office.
 - e. Reprimand.

Sec. 1302—Eligibility.

Eligibility in the Men's Auxiliary will conform to that in Section 101 of the By-Laws concerning the applicant's discharge status and conduct of service, if applicable.

DEPARTMENT OF _____

Veterans of Foreign Wars of the United States

MEN'S AUXILIARY POLICY

The following information may be referred to when establishing a Men's Auxiliary at a Post within the Department of _____, Veterans of Foreign Wars of the United States.

- 1. Eligibility.** Membership in the Men's Auxiliary to the Veterans of Foreign Wars shall be limited to husbands, widowers, fathers, grandfathers, sons, grandsons, brothers and half-brothers who attained the status prior to age sixteen (16) of persons who were or are eligible for membership in the Veterans of Foreign Wars of the United States. Members must not be less than sixteen (16) years old. Men eligible for membership in the Veterans of Foreign Wars of the United States shall not be eligible for membership in the Men's Auxiliary.
- 2. Charter Kit.** A charter kit may be requested by a Post from the Department of _____, Veterans of Foreign Wars, Headquarters located at _____. This kit will contain all the necessary forms needed for the formation of the new Men's Auxiliary.
- 3. Charter Application.** Once the Charter Application is completed with all the names, addresses and other information of at least fifteen (15) duly qualified applicants for a Men's Auxiliary, the charter application shall be submitted to the Department of _____, Veterans of Foreign Wars, Headquarters along with a check in the amount of \$30.00 charter fee.
- 4. Charter Period.** The charter period for a Men's Auxiliary will remain open for ninety (90) days unless closed by vote of the Men's Auxiliary. At the end of the charter period, a charter will be prepared by the Department of _____, Veterans of Foreign Wars, Headquarters containing all the names of the charter members and forward the application to the Post for presentation to the Men's Auxiliary.
- 5. Membership Cards.** All Men's Auxiliary membership cards will be mailed from the Department of _____, Veterans of Foreign Wars, Headquarters to each duly paid-up member in the Men's Auxiliary each year.
- 6. Per Capita.** The Department of _____, Veterans of Foreign Wars, per capita for each member of the Men's Auxiliary shall be _____. The Post and the Men's Auxiliary may set their own dues.

MEN'S AUXILIARY GUIDELINES

Formation of Men's Auxiliary: A Men's Auxiliary may be organized by the authorization of the Department Commander on the application of not less than fifteen (15) persons eligible to membership in accordance with the National By-Laws of the Veterans of Foreign Wars of the United States.

Jurisdiction by Post: No Men's Auxiliary shall be formed until approved by a two-thirds (2/3) vote of the members of the Post present at a stated meeting or special meeting, due notice of proposed formation having been given to the entire membership of the Post at least one week prior to such meeting. Each Men's Auxiliary shall be assigned the name and number of the Post with which it is affiliated and subject to the control of the Post whose name and number it bears.

Charter: The application for a charter shall be made in writing on a form provided by the Department of _____, Veterans of Foreign Wars, Headquarters. It shall contain the name and number of the proposed Men's Auxiliary and its location, which shall be the same as the name, number and location of the Post with which it is affiliated. The charter application must be approved by the Post Commander, after which it shall be forwarded to the Department Commander for approval, accompanied by the charter fee.

Upon signing an application for a charter for a Men's Auxiliary, each prospective applicant shall pay an amount to be determined by the Post sponsoring the Auxiliary, which amount shall include the Department's Per Capita Dues.

Before obligation, each applicant shall execute and submit an application card and pay dues in full as required for the current calendar year.

All Men's Auxiliary charters shall be signed by the Department Commander, countersigned by the Department Adjutant, and shall bear the Department seal. Names of members accepted during the charter period shall be listed in alphabetical order. The charter shall remain open until such time it is submitted to Department Headquarters for approval.

Institution: Upon authorization of a charter to a Men's Auxiliary, the Department Commander shall authorize the institution of said Men's Auxiliary in accordance with the regulation usages of this organization.

The Post Commander of the Post having jurisdiction over the Men's Auxiliary shall designate the instituting officer who shall make certain that the officers of the new Men's Auxiliary are instructed in their respective duties. Each new Men's Auxiliary shall be instituted within sixty (60) days of the date of the charter as authorized by the Department Commander. If not instituted within sixty (60) days from the date of authorization, such authorization shall be rescinded, in which event the total charter fee shall be forfeited. No Men's Auxiliary shall be instituted with less than ten (10) qualified members present. However, dues of at least fifteen (15) members must be paid and transmitted following the institution for the purpose of electing officers. If a selection of officers is made prior to institution such selection must be ratified at a meeting before officers are installed.

Instituting Officer: Following the institution of the Men's Auxiliary, the instituting officer shall certify to the Department of _____ Headquarters that the Men's Auxiliary has been instituted in due form. This confirmation should include time and date of meetings, name and address of President, Secretary, Treasurer and names of all the other officers installed and number of men obligated. The instituting officer shall also assist the Men's Auxiliary Treasurer in preparing the first transmittal for forwarding Department dues for each member with the transmittal form provided in the installation kit.

Surrender or Forfeiture of Charter: The Department Commander may suspend, for a period not to exceed sixty (60) days, or cancel the charter of any Men's Auxiliary, upon the recommendation of the Post to which such Auxiliary is affiliated, or under such other conditions as may be provided in Department By-Laws.

A Post may, by two-thirds (2/3) vote of its members present at a meeting following a written notice mailed or delivered to each member of the Post in good standing at least ten (10) day before said meeting, vote to request cancellation of the charter of its Men's Auxiliary. The notice must state the contemplated action and reason therefore. If the Post votes to request suspension or cancellation of the charter of its Men's Auxiliary, it shall certify the action in writing and forward same to the Department Commander.

While the Charter of a Men's Auxiliary is suspended, said unit shall not be permitted to function and officers thereof shall be without authority.

Disposition of Property: In the event of a surrender, cancellation or forfeiture of a Charter of a Men's Auxiliary, all official records, money and other property shall immediately become the property of the post having jurisdiction.

Regular and Special Meetings: Each Men's Auxiliary shall hold at least one (1) business meeting per month. The Men's Auxiliary President may call a special meeting whenever, in his opinion, the same may be necessary for the welfare of the Men's Auxiliary. The Men's Auxiliary President shall call a special meeting upon request in writing signed by six (6) members in good standing. The Men's Auxiliary Secretary shall notify all members in writing of the time and place of any special meeting and of the business to be transacted. Such notice shall be postmarked at least seventy-two (72) hours in advance of the time set for the meeting. No business shall be transacted in any special meeting except for which the meeting was called.

Standing Rules: Men's Auxiliaries may establish standing rules to provide for certain expenses and disbursements between meetings provided such rules do not conflict with the Department and/or the Post By-Laws.

Quorum: Six (6) members in good standing shall constitute a quorum for the transaction of business at any meeting of the Men's Auxiliary. The six (6) members necessary to form a quorum shall be members in good standing of the Men's Auxiliary holding the meeting.

Reports: The President of the Men's Auxiliary shall, within thirty (30) days after induction into office, submit to the Post Commander an itemized report of the financial status of the association over which he is presiding officer. Such reports shall be acknowledge by the Post Commander during the next regular meeting and may be read to the members assembled. The Auxiliary shall also provide the Post with names and addresses of its members. At least annually, the Post shall provide the names and addresses of Auxiliary members, and such other information as may be required by Department By-Laws, to the Department issuing the Charter, which information shall also be provided to National Headquarters.

Men's Auxiliary Officers:

Eligibility: Any member in good standing shall be eligible to any office in the Men's Auxiliary, of which he is a member. No member shall hold two (2) elective offices at the same time, but he may hold one (1) elective and one (1) or more appointed offices within the Men's Auxiliary.

The Secretary shall maintain a file, which will contain a copy of the proof of eligibility submitted by the Men's Auxiliary officers.

Elected Officers: Elected officers shall include a President, Senior Vice President, Junior Vice President, Secretary, Treasurer, Chaplain and three (3) Trustees. When a Men's Auxiliary is first initiated, trustees shall be elected for the balance of the term. At the next regular election of officers, one (1) Trustee shall be elected to serve one (1) year, one (1) Trustee shall serve for two (2) years, and one (1) Trustee shall serve for three (3) years at the time of their election into office.

Officers shall be elected at the April meeting of the Men's Auxiliary each year for the ensuing year. Men's Auxiliary officers shall be installed at a regular or special meeting held during the month of May each year, to coincide with that of the Veterans of Foreign Wars membership year.

Internal Revenue Service Exemption: Each Men's Auxiliary shall be required to file an SS-4 Form and obtain an employer identification number. Each Men's Auxiliary will be covered by a blanket exemption under 501(C19), secured by the Department of Maryland, Veterans of Foreign Wars of the United States.

Order of Business: The following order of business will be used by each Men's Auxiliary during their meetings.

1. Opening in due form – prayer, pledge of allegiance to the flag
2. Roll call of officers
3. Reading of membership applications
4. Ballot on candidates
5. Reading of the minutes of the previous meeting
6. Treasurer's report – receipts and disbursements
7. Reading of bills
8. Report of the Chaplain
9. Report of all committees
10. Unfinished Business
11. New Business
12. Good of the Order
13. Closing of the meeting in due form – closing prayer and salute to the colors.

Duties of the Men's Auxiliary Officers:

President: The President shall preside at all meetings and enforce a strict observance of the By-Laws of the Men's Auxiliary to Post # _____ and all orders from proper authority. He shall appoint all Officers and committees not otherwise provided for.

The President shall enforce strict observance of the laws and usages of this organization, including Post and Department By-Laws and all lawful orders from proper authorities.

Insist that Men's Auxiliary business and activities be conducted in such a manner that they do not violate any applicable governmental law, ordinance or regulation nor bring or tend to bring embarrassment upon the Auxiliary or to the membership of the Veterans of Foreign Wars of the United States.

Decide all questions of law and usage in the Auxiliary, subject to appeal pursuant to the By-Laws.

Appoint officers, committee chairmen and committees not otherwise provided for. He may remove such appointed officers, committee chairmen and committees at his pleasure. He shall, by virtue of his office, be a member of all committees.

It shall be his duty to see that the office of the Treasurer is bonded with an indemnity company in a sum at least equal to the amount of funds and value of property for which, so far as can be anticipated, the Treasurer may be accountable. The membership shall approve the bond premium paid from their funds. The President shall hold a copy of the bond as proof.

The President shall countersign all checks drawn by the Treasurer for disbursement of money by motion made and passed at a meeting.

The President within thirty (30) days after assuming the duties of his office shall submit to the Post Commander an itemized report of the financial and membership status of his Auxiliary.

Vice-Presidents: Vice Presidents shall, when called upon, assist the President by counsel or otherwise, and in his absence or disability they shall discharge the duties of his office according to rank. If neither of them is present to take the President's office, the Secretary or any Past President will call the meeting to order and the members shall elect a President pro-tem.

Secretary: The Secretary shall keep in books or files:

1. The current By-Laws of the Men's Auxiliary.
2. A record of all the proceedings of each meeting of the Men's Auxiliary, entering same in a

- Record Book with corrections made thereon in the margin. The manner in which the minutes of the Auxiliary meetings are entered shall be at the discretion of the Auxiliary by a vote of the membership. It is permissible to paste typed minutes in the standard record book. The Treasurer's reports and the audit reports must be incorporated in the minutes.
3. All communications from Department or Post Officers are official and shall be read at a meeting before being filed for reference.
 4. A roll of deceased members with a record of the date of their death.
 5. A Record Book in which shall be kept the names of rejected applicants and expelled member(s).
 6. At least annually, submit the names and addresses of all auxiliary members using the June 30th cutoff date, and such other information as may be required by lawful authority to the Department having issued the Charter, which information shall also be forwarded to National Headquarters no later than thirty (30) days after the above prescribed cutoff date.

The Secretary shall attest by his signature all written actions of the Men's Auxiliary and attend to all matters of correspondence under the direction of the President.

He shall transfer to his successor, without delay, all papers, books and other property of the Men's Auxiliary in his possession.

Treasurer: The Treasurer shall be the treasurer of all Auxiliary Committees handling funds.

He shall, at the end of his term of office, or sooner if so ordered by proper authority, transfer to his successor without delay, all paper work, books, money, and other property of the Men's Auxiliary in his possession.

The Men's Auxiliary Treasurer shall hold all funds and securities belonging to the Auxiliary. He shall order all supplies and have charge of all emblems for the Men's Auxiliary purchased from the National Headquarters by vote of the Auxiliary.

The Auxiliary shall keep four funds, a General Fund, a Relief Fund, a Department Dues Fund and a Post Dues Fund. These funds shall be maintained in one checking account. An Auxiliary may also have savings and investment accounts upon approval of the membership. The Treasurer shall account for all funds in the Auxiliary books. Various accounts may be set up under the General Fund in a bound ledger, cashbook, or in a computerized system and printed when needed. He shall collect all money due the Men's Auxiliary and give a receipt for all cash.

Any restricted funds may only be expended for the purpose for which they were received.

He shall credit his dues account with a sum equal to the Department and Post dues. He shall immediately make a report for those members who have paid their dues and send it to the Post and Department Quartermasters. The member's name, address, and telephone number should be accompanied by a remittance made payable to the Post and Department covering in full the annual dues on the member's card enclosed. All money shall be remitted at least once monthly.

The Treasurer's report shall be given following the reading of the minutes and shall include in detail, all receipts and disbursements of the last meeting and pre-approved customary expenses since the last meeting. No motion to accept this report is necessary.

Trustees: It shall be the duty of the Trustees, no later than thirty (30) days following the expiration of each quarterly period, to properly audit the books and records of the Men's Auxiliary Treasurer and Secretary, and to read and submit a detailed report in writing of such audits to their Auxiliary to be incorporated in the minutes. A motion to accept the audit is required.

First Quarter Audit shall be made in April and covers the months of January, February, and March.

Second Quarter Audit shall be made in July and covers the months of April, May, and June and shall be performed with both the outgoing and incoming Treasurer and Trustees present.

Third Quarter Audit shall be made in October and covers the months of July, August, and September.

Fourth Quarter Audit shall be made in January and covers the months of October, November, and December.

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

The Senior Trustee, 1 Year, serves as Chairman and shall call the meetings for the audits. Audit reports must be incorporated in the minutes but the Secretary may read only the balances.

Chaplain: The Chaplain shall be chairman of the Visiting Committee of the Auxiliary. He shall, with the assistance of such other members as may be appointed by the President, visit the sick and disabled members of the Auxiliary and make a report to the membership concerning the same.

He shall perform such duties in connection with his office as the President or the Men's Auxiliary By-Laws may require.

Guard: The President shall appoint a Guard.

The Guard shall take his place at the door of the room in which the meeting is held and shall admit only those who are entitled to attend. He shall never leave his position at the door while the meeting is in session, unless relieved by someone appointed by the Presiding Officer to fill his station.

Notify the President of the presence of all distinguished guests who may be awaiting admittance.

(SUGGESTED BY-LAWS TO BE ADOPTED BY MEN'S AUXILIARY UNIT)

BY-LAWS

MEN'S AUXILIARY POST # _____,

**VETERANS OF FOREIGN WARS OF THE UNITED STATES
DEPARTMENT OF _____**

**ARTICLE I
NAME AND LOCATION**

Sec. 1. By virtue of the charter granted, this Men's Auxiliary shall be known as: Men's Auxiliary to _____ Post # _____, Veterans of Foreign Wars of the United States.

Sec 2. The location of this Auxiliary shall be _____ in the community of _____, County of _____, and State of _____.

**ARTICLE II
SUBORDINATION**

Sec. 1. The supreme power of this association is vested in the National Convention and this Men's Auxiliary shall be at all times governed by the Constitution and By-Laws of the Veterans of Foreign Wars of the United States, the By-Laws of the Department of _____, orders issued by authority of the National Convention, National Council of Administration, the Commander-in-Chief, the Department Convention, Department Council of Administration, State Commander and the Commander of VFW Post _____. For the purposes of this Article and Section, Resolutions adopted by the National Convention are held to be lawful orders.

**ARTICLE III
MEETINGS**

Sec. 1. Place: The regular meeting place of this Men's Auxiliary shall be at _____.

Sec 2. Time: The regular meetings of the Men's Auxiliary shall be held on the _____ of each month. The meetings shall be called to order at _____. The appointed day and time of regular meetings may be changed by a two-thirds vote of the members present at any regular meeting. The Men's Auxiliary members, the Post Commander, and the Department Commander shall be notified of any change of the appointed day and/or time of the regular meeting.

Sec. 3. Special meetings may be called in accordance with the provisions of the National By-Laws.

Sec. 4. Quorum: _____ members (not less than five) in good standing shall constitute a quorum for the transaction of business.

**ARTICLE IV
MEMBERSHIP**

Sec. 1. Membership in this Auxiliary, eligibility to, application for, acquiring and maintenance of, loss of and discipline shall be in accordance with the provisions of the National By-Laws.

- Sec. 2.** The admission fee of this Auxiliary shall be \$_____, payable in accordance with the Post By-Laws.
- Sec. 3.** The dues of this Auxiliary shall never be less than, \$ _____, the amount required to cover VFW Post By-Laws.
- Sec. 4.** Eligibility: Membership in the Men's Auxiliary to the Veterans of Foreign Wars shall be limited to husbands, widowers, fathers, grandfathers, sons, grandsons, brothers and half brothers of persons who were or are eligible for membership in the Veterans of Foreign Wars of the United States. Members must not be less than sixteen (16) years old. Men eligible for membership in the Veterans of Foreign Wars of the United States shall not be eligible for membership in the Men's Auxiliary.
- Sec. 5.** Application for and eligibility to the Men's Auxiliary must be approved by the VFW Post.

ARTICLE V OFFICERS

- Sec. 1.** Eligibility to, nomination, election or appointment, installation and term of office shall be in accordance with the provisions of the National By-Laws.
- Sec. 2.** The duties of all officers shall be those as prescribed by the VFW Post and as the By-Laws may provide.
- Sec. 3.** The officers of the Auxiliary shall be President, Senior Vice President, Junior Vice President, Secretary, Treasurer, Chaplain and Trustees.

ARTICLE VI COMMITTEES AND DUTIES

- Sec. 1.** All committees and their chairpersons, unless otherwise provided, shall be appointed by the President as promptly as possible after election to office, and as such shall serve at his will and pleasure. The Auxiliary Treasurer, by virtue of his office, shall be treasurer of all committees handling funds.
- Sec. 2.** The Standing Committees of the Men's Auxiliary shall be as follows

(a) Membership	(b) Relief
(c) Poppy	(d) Publicity
(e) Youth Activities	(f) Americanism
(g) Community Activities	(h) Safety

ARTICLE VII CONTROL OF SUBSIDIARY UNITS

- Sec. 1.** Expenditures of funds shall be made only after prior authorization by the Men's Auxiliary. No member of this Men's Auxiliary shall solicit funds or donations nor incur or cause to incur any bills in the name of this Auxiliary except by prior vote and with the consent of the membership.
- Sec. 2.** Disposition of Property: In the event of a surrender, cancellation or forfeiture of a Charter of a Men's Auxiliary, all official records, money and other property shall immediately become the property of the VFW Post.

ARTICLE VIII EXPENDITURE OF FUNDS

- Sec. 1.** Expenditure of funds shall be made only after prior authorization by the Auxiliary and on proper voucher drawn by the Treasurer and approved by the Auxiliary President. All checks for the expenditure of Auxiliary funds shall be numbered in sequence, the number of each check to correspond with the voucher authorizing the same and in addition to the signature of the Treasurer, shall be countersigned by the Auxiliary President.
- Sec. 2.** No other payment or expenditures shall be made except on the specific authorization of the Auxiliary in each and every case.

ARTICLE IX COMPENSATION

- Sec. 1.** No compensation shall be paid to any officer of this Auxiliary for his services as such officer, except as hereafter may be provided.
- Sec. 2.** For services rendered, the Auxiliary may, by majority vote, pay the annual dues of the Secretary and Treasurer for the periods or parts of periods they serve as such, and such other compensation commensurate with their duties as may be determined and specified by vote of the Auxiliary and sponsoring VFW Post.

ARTICLE X FUNDRAISING AND PROMOTIONS/SOLICITATIONS

- Sec. 1.** This Auxiliary shall solicit funds or donations only by prior vote of the VFW Post members agreeing to the proposition. It shall not solicit funds or donations or otherwise engage in fundraising activities or projects outside the immediate geographical area or community of the Post.
- Sec. 2.** This Auxiliary shall not enter into any agreement with a promoter for the purpose of raising funds unless approved by the Post. Fundraising organizations or individuals conducting solicitations, activities or projects for a profit shall not be engaged or used by the Auxiliary for such purposes unless such engagement is made by written agreement between the VFW Post and the organization or individuals providing those services. The form of any such written agreement must be submitted to the Department Commander for review at least thirty (30) days prior to any Auxiliary entering into any such agreement.
- Sec. 3.** Unless previously authorized by a majority vote of the Auxiliary, no solicitations or ticket sales shall be permitted in the Post quarters or at socials or meetings unless such solicitations or ticket sales shall have been approved by the VFW Post.

ARTICLE XI MISCELLANEOUS

- Sec. 1.** Every member of this Auxiliary shall keep the Auxiliary Secretary and Treasurer advised of his current address by promptly reporting any change of same.
- Sec. 2.** One copy of these By-Laws shall be issued to each elected and appointed officer of this Auxiliary.

**ARTICLE XII
SPEECHES**

Sec. 1. No member will be permitted to speak on any one subject (Pro or Con) more than twice; the first time no longer than five (5) minutes, and the second time no longer than three (3) minutes, with the exception of a committee report and recommendations and visiting guests who have a message to impart.

**ARTICLE XIII
AMENDMENTS**

Sec. 1. These By-Laws shall become effective after adoption by this Auxiliary and after review by the Post Commander, the State Commander, Department of _____ of the Veterans of Foreign Wars of the United States.

Sec. 2. These By-Laws may be amended by the Auxiliary by two-thirds (2/3) vote of the members present at a stated meeting thereof provided, however, such amendments have been read at the preceding stated meeting and each member notified, at least seven (7) days in advance by written notice or delivered to each member, of the contents of the amendments and the date on which the proposed amendments are to be presented for adoption. All amendments shall be forwarded through channels and reviewed by the Post Commander, State Commander, Department of _____ before becoming effective.

Sec. 3. Wherever these By-Laws or subsequent amendments may be found to be in conflict with the Congressional Charter, present or any future National By-Laws and By-Laws of the Department, and By-Laws of the VFW Post, the latter shall prevail and be binding upon the Auxiliary as though written herein.

These By-Laws were adopted, subject to the review of the Post Commander, State Commander, Department of _____, Veterans of Foreign Wars of the United States on this _____ day of _____, 20____, at a regular meeting of this Auxiliary in the City of _____, and County of _____, State of _____.

By _____
Post Commander

By _____
Auxiliary President

OFFICIAL:

By _____
Men's Auxiliary Secretary

(Documents to be completed in triplicate with signatures of VFW Post Commander, Men's Auxiliary President and Secretary affixed to each copy.)

