

MANUAL OF PROCEDURE

ARTICLE I--MEMBERSHIP

Sec. 101--Eligibility. The fundamental difference between our Organization and other veteran organizations, and one in which we take great pride, is our eligibility qualifications. There are three primary requisites for membership in the Veterans of Foreign Wars of the United States: (1) Citizenship (2) Honorable service in the armed forces of the United States (3) Service entitling the applicant to the award of a recognized campaign medal or as set forth in the Congressional Charter and By-Laws and Manual of Procedure and Ritual.

ELIGIBILITY GUIDE

The following is to be used as a guide in determining eligibility for membership, and is furnished as a matter of information concerning the periods during which campaign and/or service medals were authorized. Eligibility for membership in the Veterans of Foreign Wars of the United States is based on honorable service in the Army, Navy, Marine Corps, Air Force, or Coast Guard performed by officers or enlisted personnel who have served in any foreign war, insurrection, or expedition, which service is recognized by the award of a campaign or service medal of the United States, or who served in Korea as outlined in the following guide, or who earned Hostile Fire or Imminent Danger Pay. Persons still serving in the active armed forces may be accepted for membership provided they meet eligibility requirements. Proof of service to establish eligibility for membership rests with the applicant. The Post is responsible for assuring the eligibility of every member accepted to membership. The Department Headquarters and the National Headquarters are accountable for the eligibility of their respective Members-at-Large. The following campaign medals have been recognized as meeting campaign medal requirements of membership:

<u>Campaign</u>	<u>Military</u>	<u>Qualifying Medal Service Dates</u>
Expeditionary	Navy/Marine Corps	Feb. 12, 1874 - Open
Spanish Campaign	Army	May 11, 1898 - Aug. 16, 1898
	Navy	Apr. 20, 1898 - Dec. 10, 1898
Army of Cuba Occupation		
	Army	Jul. 18, 1898 - May 20, 1902
Army of Puerto Rico Occupation		
	Army	Aug. 14, 1898 - Dec. 10, 1898
Philippine Campaign	Army	Feb. 4, 1899 - Dec. 31, 1913
	Navy	Feb. 4, 1899 - Sep. 15, 1906
China Relief Expedition		
	Army	Jun. 20, 1900 - May 27, 1901
	Navy	Apr. 5, 1900 - May 27, 1901
Cuban Pacification	Army	Oct. 6, 1906 - Apr. 1, 1909
	Navy	Sep. 12, 1906 - Apr. 1, 1909
Mexican Service	Army	Apr. 12, 1911 - Jun. 16, 1919
	Navy	Apr. 12, 1914 - Feb. 7, 1917
First Nicaraguan Campaign		
	Navy	Jul. 29, 1912 - Nov. 14, 1912
Haitian Campaign		
	Navy	Jul. 9, 1915 - Dec. 6, 1915
		Apr. 1, 1919 - Jun. 15, 1920

Campaign	Military	Qualifying Medal Service Dates
Dominican Campaign	Navy	May 4, 1916 - Dec. 5, 1916
World War I Victory (with battle or service clasp including Siberia and European Russia)	Army	Apr. 6, 1917 - Apr. 1, 1920
	Navy	Apr. 6, 1917 - Mar. 30, 1920
	Army Occupation of Germany	
	Army	Nov. 12, 1918 - Jul. 11, 1923
Second Nicaraguan Campaign		
	Navy	Aug. 27, 1926 - Jan. 2, 1933
Yangtze Service	Navy	Sep. 3, 1926 - Oct. 21, 1927
		Mar. 1, 1930 - Dec. 31, 1932
China Service	Navy	Jul. 7, 1937 - Sep. 7, 1939
		Sep. 2, 1945 - Apr. 1, 1957
American Defense Service (with foreign service clasp)		
	Army-Navy	Sep. 8, 1939 - Dec. 7, 1941
European-African-Middle Eastern Campaign		
	Army-Navy	Dec. 7, 1941 - Nov. 8, 1945
American Campaign		
	Army-Navy	Dec. 7, 1941 - Mar. 2, 1946
(30 consecutive or 60 nonconsecutive days of duty outside continental limits of the U.S.)		
Asiatic-Pacific Campaign		
	Army-Navy	Dec. 7, 1941 - Mar. 2, 1946
Army of Occupation (30 consecutive days of duty)		
Italy		May 9, 1945 - Sep. 15, 1947
Germany (except West Berlin)		May 9, 1945 - May 5, 1955
		Korea Sep. 3, 1945 - Jun. 29, 1949
		Japan Sep. 3, 1945 - Apr. 27, 1952
		Austria May 9, 1945 - Jul. 27, 1955
Germany (West Berlin)		May 9, 1945 - Oct. 2, 1990
Navy Occupation Service Medal		
Italy		May 8, 1945 - Dec. 15, 1947
Trieste		May 8, 1945 - Oct. 26, 1954
Germany (except West Berlin)		May 8, 1945 - May 5, 1955
Austria		May 8, 1945 - Oct. 25, 1955
Asiatic Pacific		Sep. 2, 1945 - Apr. 27, 1952
Korean Service Medal	Army, Navy, Air Force	
		Jun. 27, 1950 - Jul. 27, 1954
Navy and Marine Corps Expeditionary Medal		
	Cuban Military Operation	
		Jan. 3, 1961 - Oct. 23, 1962
Thailand Military Operation		May 16, 1962 - Aug. 10, 1962
Iranian, Yemen and Indian Ocean Operation		Dec. 8, 1978 - Jun. 6, 1979
		Nov. 21, 1979 - Oct. 20, 1981
Lebanon		Aug. 20, 1982 - May 31, 1983
Libyan Expedition		Jan. 20, 1986 - Jun. 27, 1986
Persian Gulf		Feb. 1, 1987 - Jul. 23, 1987
Panama - (pre and post invasion)		Apr. 1, 1988 - Dec. 19, 1989
		Feb. 1, 1990 - Jun. 13, 1990
Operation Sharp Edge - Liberia		Aug. 5, 1990 - Feb. 21, 1991

Operation Distant Runner - Rwanda Campaign	Military	Apr. 7-18, 1994	Qualifying Medal Service Dates
(11th Marine Expeditionary Unit USS Peleliu)			
Vietnam Service Medal		July 4, 1965 - Mar. 28, 1973	
Armed Forces Expeditionary Medal (30 consecutive or 60 non-consecutive days of duty)			
Lebanon		Jul. 1, 1958 - Nov. 1, 1958	
Taiwan Straits		Aug. 23, 1958 - Jan. 1, 1959	
Quemoy and Matsu Islands		Aug. 23, 1958 - Jun. 1, 1963	
Vietnam		Jul. 1, 1958 - Jul. 3, 1965	
Congo		Jul. 14, 1960 - Sep.1, 1962	
Laos		Apr. 19, 1961 - Oct. 7, 1962	
Berlin		Aug. 14, 1961 - Jun. 1, 1963	
Cuba		Oct. 24, 1962 - Jun. 1, 1963	
Congo		Nov. 23-27, 1964	
Dominican Republic		Apr. 23, 1965 - Sep. 21, 1966	
Korea		Oct. 1, 1966 - Jun. 30, 1974	
Cambodia (only those in direct support of Cambodia)			
		Mar. 29, 1973 - Aug. 15, 1973	
Thailand		Mar. 29, 1973 - Aug. 15, 1973	
Operation Eagle Pull - Cambodia (includes evacuation)			
		Apr. 11-13, 1975	
Operation Frequent Wind - Vietnam (includes evacuation)			
		Apr. 29-30, 1975	
Mayaguez Operation		May 15, 1975	
El Salvador		Jan. 1, 1981 - Feb. 1, 1992	
Lebanon		Jun. 1, 1983 - Dec. 1, 1987	
Operation Urgent Fury - Grenada		Oct. 23, 1983 - Nov. 21, 1983	
Eldorado Canyon - Libya		Apr. 12-17, 1986	
Operation Earnest Will - Persian Gulf (only those participating in, or in direct support)			
		Jul. 24, 1987 - Aug. 1, 1990	
Operation Just Cause - Panama (USS Vreeland & other SVS-designated aircrew mbrs. outside the Conus in direct support)			
		Dec. 20, 1989 - Jan. 31, 1990	
United Shield - Somalia		Dec. 5, 1992 - Mar. 31, 1995	
Operation Restore Hope - Somalia		Dec. 5, 1992 - Mar. 31, 1995	
Operation Uphold Democracy - Haiti		Sep. 16, 1994 - Mar. 31, 1995	
Operation Joint Endeavor - Bosnia, Croatia, the Adriatic Sea & airspace.			
		Nov. 20, 1995 - Dec. 19, 1996	
Operation Vigilant Sentinel - Iraq, Saudi Arabia, Kuwait, & Persian Gulf.			
		Dec. 1, 1995 - Sep. 1, 1997	
Operation Southern Watch - Iraq, Saudi Arabia, Kuwait, Persian Gulf, Bahrain, Qatar, UAE, Oman, Gulf of Oman W of 62o E Long., Yemen, Egypt, & Jordan.			
		Dec. 1, 1995 - TBD	
Operation Maritime Intercept - Iraq, Saudi Arabia, Kuwait, Red Sea, Persian Gulf, Gulf of Oman W of 62o E Long., Bahrain, Qatar, UAE, Oman, Yemen, Egypt, & Jordan.			
		Dec. 1, 1995 - TBD	
Operation Joint Guard - Bosnia, Croatia, Adriatic Sea & airspace.			
		Dec. 20, 1996 - Jun. 20, 1998	
Operation Northern Watch - Iraq, Saudi Arabia, Kuwait, Persian Gulf W of 56o E Long.,			

and Incirlik AB, Turkey (only pers. TDY to ONW)

Campaign	Military	Qualifying Medal Service Dates
Jan. 1, 1997 - TBD		
Operation Joint Forge - Bosnia-Herzegovina, Croatia, Adriatic Sea & airspace.		
Jun. 21, 1998 - TBD		
Operation Desert Thunder - Iraq, Saudi Arabia, Kuwait, Bahrain, Qatar, UAE, Oman, Yemen, Egypt, Jordan, Persian Gulf, Gulf of Oman, Red Sea support.		
Nov. 11, 1998 - Dec. 22, 1998		
Operation Desert Fox - Iraq, Saudi Arabia, Kuwait, Bahrain, Qatar, UAE, Oman, Yemen, Egypt, Jordan, Persian Gulf, Gulf of Oman, USN Red Sea support.		
Dec. 16, 1998 - Dec. 22, 1998		
Southwest Asia Service Medal Operation Desert Shield/Operation Desert Storm (combat areas of operation only)		
Aug. 2, 1990 - Nov. 30, 1995		
Personnel assigned to support units serving in Israel, Egypt, Turkey, Syria, Jordan.		
Jan. 17, 1991 - Apr. 11, 1991		
Kosovo Campaign Medal Operation Allied Force - Kosovo Air Campaign		
Mar. 24, 1999 - Jun. 10, 1999		
Kosovo Defense Campaign - Ground Action		
Jun. 11, 1999 - TBD		
Combat Infantry Badge & Combat Medical Badge		
Army		
Dec. 6, 1941 - Open		
Combat Action Ribbon Navy, Marine, Coast Guard		
Mar. 1, 1961 - Open		
Korea Duty Service on the Korean Peninsula 30 consecutive or 60 non-consecutive days of duty		
Jun. 30, 1949 - Open		
Hostile Fire or Imminent Danger Pay		

Sec. 102--Applications--Affiliation of New Members.

Every application for membership must be made in writing, on a regularly approved application card outlining the applicants' honorable service, citizenship, eligibility and other pertinent information. The card shall bear on the reverse side the name of the Post member recommending the applicant and the recommendation of the Post investigating committee. With respect to active duty military personnel currently performing service qualifying for membership, applications may be submitted on their behalf by a Post member who shall certify the requisite qualifications for membership based on personal knowledge concerning the applicant and shall be acted upon in accordance with the provisions of Section 103. Active duty military personnel admitted to membership under such procedure shall, within a reasonable time, sign the application, personally certifying eligibility and subscribing to the obligation of membership. In the event that a member surrenders membership in a Post pursuant to Section 102, there shall be no refund of dues to such member

Sec. 103--Election, Notification, Obligation.

After the applicant has filled out the application card, giving in detail the pertinent information required, it should be handed to the Post Adjutant or Quartermaster, together with the admission fee and dues. The fee and dues are held by the Post Quartermaster and credited to the applicant until such time as the Post shall vote on the application. A temporary receipt shall be issued to the applicant. The application will be referred to a Post Reviewing Committee of three members. The committee shall make a careful review of the facts set forth on the application card and other bona fide evidence of eligibility. Such bona fide evidence shall be any form or

document attesting to honorable and overseas service and the appropriate campaign ribbon if applicable. With respect to applications of National Members-at-Large, or Department Members-at-Large, the Adjutant General or the Department Adjutant shall make a careful review of the facts set forth on the application card or other evidence of eligibility. After such review, the reviewing authority shall recommend the applicant's selection or rejection. The Post Reviewing Committee shall not recommend acceptance of an application unless eligibility has been fully determined. The Post is accountable for the eligibility of every member accepted into membership. With respect to National Members-at-Large, the National Headquarters is accountable for the eligibility of every member accepted into membership. With respect to Department Members-at-Large, the Department Headquarters is accountable for the eligibility of every member accepted into membership. Pride of membership and pride in our eligibility requirements should impress on every member and every Reviewing Committee the importance of these provisions. The original application of every member shall remain permanently on file in the records of the Post. The original application of every Department Member-at-Large shall remain permanently on file in the records of the Department. The original application of every National Member-at-Large shall remain permanently on file in the records of the National Headquarters.

Balloting on Applications. Before voting on the application during a regular Post meeting, the Commander will read the report of the investigating committee, and the members present will be given an opportunity to state their objections, if any, to the admission of the applicant. Unless one member present shall request a written ballot, a viva voce vote shall be taken and a majority of the votes cast shall decide acceptance or rejection of the application. If the application fails to win a majority of the votes cast, the applicant may resubmit his application after a lapse of one year. In any event, the Senior Vice Commander and the Junior Vice Commander (or in their absence those who sit at their station) shall count the ballots (in case of a written ballot) before the decision is announced and any member present shall have the right to examine the ballots before the results are announced. Should there be no objection from any member present, several applications for membership may be grouped and accepted by viva voce vote. Upon the request of one member, any individual's application must be voted on separately by written ballot and upon the request of any three members, all applications must be voted upon separately by written ballot.

Rejection of Applicant. Should an applicant be rejected by vote of the Post, his admission fee and dues shall be returned to him by the Post Quartermaster and he shall not again be proposed for membership in the same Post for at least one year after such rejection. After one year he may again make application in the same form and subject to the same conditions as his first application. No person shall be proposed for membership more than twice in one Post, but an applicant rejected in one Post may apply to another Post at any time. An applicant otherwise eligible for membership may become a Member at Large or a Department Member at Large pursuant to Section 102, notwithstanding having been rejected by any Post or Posts.

Notification and Obligation. When an applicant has been accepted by vote of the Post he shall be notified orally or in writing that his application has been accepted. The Post shall notify the newly elected member to appear at a stated time to receive the ceremonial obligation; however, in the event he shall have subscribed to the printed obligation on the reserve side of the application card, he shall be considered a member in good standing as soon as elected, and it shall not be obligatory for him to take the ceremonial oral obligation. If the applicant is

obligated at any time after August 1, he will not pay dues for any part of the current calendar year, but shall be required to pay dues in full for the next succeeding calendar year in addition to the admission fee, all as provided in Section 104, and said applicant shall thereafter be entitled to all of the rights and privileges of a member. Promptly following his election to membership the newly-elected member shall receive by mail or by delivery in person, a lapel button and the official regulation dues receipt for the current membership year.

Sec. 104--Admission Fee and Dues.

Forwarding Admission Fees and Dues. At least once each month the Post Quartermaster shall transmit to the Department Quartermaster \$1.00 of each admission fee collected. He shall transmit Department and National dues payable from the annual dues collected from each member during the preceding month. Such payment shall be accompanied by the proper report forms as are provided for that purpose by the National Headquarters. The admission fees shall be retained by the Department for extension purposes; provided, however, no new Post shall be liable for any admission fees for the first ninety (90) days following its institution. At least once each month the Quartermaster of each Post not under the jurisdiction of a Department shall submit direct to the Quartermaster General \$1.00 of each admission fee together with the National dues collected from each member during the preceding month.

One-Year Rule. The annual dues for every member must be accepted if tendered by such member, or a member in his behalf, within one year of the date on which he became delinquent.

Sec. 105--Members in Good Standing.

A member whose dues expire on December 31 of any year shall have until December 31 of the following year to pay his dues for the purpose of maintaining continuous membership. A life member is in good standing for as long as he/she shall live unless his/her membership is terminated by reason of ineligibility or suspended or forfeited by reason of disciplinary action.

Sec. 106--Former Members-Reinstatement.

A member who has been delinquent in a Post for more than one year may reinstate his membership in such Post by payment of the current years dues except that a former member, including a member whose current year's dues are unpaid who becomes a life member, shall not be liable for the payment of the current year's dues. A Post may, at Post option charge a reinstating fee equal to the current year's dues. The Post may by majority vote of the members present at a regular or special meeting require such member to submit an application card and be voted on in the same manner as a new member. No admission fee shall be required. If the member is reinstated at any time after August 1, he will not pay dues for any part of the current calendar year, but shall be required to pay dues in full for the next succeeding calendar year, all as provided in Section 104, and said member shall thereafter be entitled to all the rights and privileges of membership. A member whose dues have expired on December 31 of any year shall have the privilege any time after January 1 of the following year of affiliating with any other Post of his choice by payment of the current years dues and being accepted by such Post in the same manner as new members are accepted, except that such member shall not be liable for an admission fee, and the accepting Post shall not be liable for such fee to the Department. A member requesting membership in any Post other than the one in which he last paid dues, shall present a regular application card which shall be considered a request for reinstatement. A member who shall have been suspended from any Post by sentence of disciplinary action properly carried into execution, shall be placed in the Department Member-at-Large when the

suspension has ended and may transfer in accordance with the provisions of Section 107 of the National By-Laws.

Sec. 107--Transfers. (See Section 107 By-Laws)

Sec. 108--Removing Ineligibles.

Appeals from determinations of the Commander-in-Chief concerning eligibility under Section 108 shall be made in the manner prescribed for appeals to the National Council of Administration under Section 109 of the By-Laws and Manual of Procedure. In addition to the requirements stated therein, such appeal shall include the specific grounds upon which the member claims to be eligible or upon which, in the case of an appeal by the Post, the Post claims the member to be ineligible and shall include all information which either the member or the Post desires the Council to consider, with respect to a determination of eligibility.

Sec. 109--Right of Appeal.

Appeals under Section 109 of the By-Laws shall be taken in accordance with the following procedures:

Appeals to the Department Commander: Appeals to the Department Commander shall be made within sixty (60) days of the act or decision from which the appeal is taken, except that appeals from the acts or decisions of a Post or Post Commander must be made within thirty (30) days of such acts or decisions. All appeals shall be made in writing and shall be mailed by registered or certified mail, return receipt requested, to the Department Commander at Department Headquarters. The written appeal shall:

1. Describe the act or decision from which the appeal is taken and the manner in which the matter at issue has been handled.
2. State all facts known to the member concerning the matter at issue.
3. Specify the provision or provisions of the Charter, By-Laws, Manual of Procedure, Ritual or the laws or usages of Veterans of Foreign Wars of the United States which the act or decision violates or contradicts.
4. State the relief requested by the member.

Upon receipt of a proper written appeal, the Department Commander shall conduct such inquiry as he deems appropriate, and shall send a copy of the written appeal papers to the Post, County Council, District or respective Commander whose act or decision is the subject of the appeal. Such Post, County Council, District or respective Commander may make written response within thirty (30) days. A copy of such response shall be mailed to the member taking the appeal, who shall have ten (10) days from the date of such response to make any further written submission to the Department Commander. The Department Commander shall decide the appeal and shall inform the member and Post, County Council or District or respective Commander in writing that the appeal is denied, or if not denied, the relief granted the member. In the event that no written decision is rendered within thirty (30) days, the appeal shall be considered denied. Appeals to the Commander-in-Chief: Appeals to the Commander-in-Chief from the acts or decisions of the Department Commander (including decisions on an appeal made to the Department Commander), the Department Council of Administration or the Department

Convention shall be made within thirty (30) days of the act or decision from which the appeal is taken. All appeals shall be made in writing and shall be mailed by registered or certified mail, return receipt requested, to the Commander-in-Chief at Veterans of Foreign Wars of the United States Headquarters. The written appeal shall:

1. Describe the act or decision from which the appeal is taken and the manner in which the matter at issue has been handled.
2. State all facts known to the member concerning the matter at issue.
3. Specify the provision or provisions of the Charter, By-Laws, Manual of Procedure, Ritual or the laws or usages of the Veterans of Foreign Wars of the United States which the act or decision violates or contradicts.
4. State the relief requested by the member.

Upon receipt of a proper written appeal, the Commander-in-Chief shall conduct such inquiry as he deems appropriate, and shall send a copy of the written appeal papers to the Department Commander or Department Council of Administration whose act or decision is the subject of the appeal. With respect to an appeal from the Department Commander's decision on an appeal made to him, the Department Commander shall, within fifteen (15) days, forward copies of the written appeal, any responses and his decision to the Commander-in-Chief. The Department Commander or the Department Council of Administration may make written response to the member's appeal within thirty (30) days. A copy of such response shall be mailed to the member taking the appeal, who shall have ten (10) days from the date of such response to make any further written submission to the Commander-in-Chief. Thereafter, the Commander-in-Chief shall decide the appeal and shall inform the member and the Department Commander or Department Council of Administration in writing that the appeal is denied, or if not denied, the relief granted the member. In the event that no written decision is rendered within sixty (60) days, the appeal shall be considered denied.

Appeals to the National Council of Administration: Appeals to the National Council of Administration shall be made within thirty (30) days of the acts or decisions of the Commander-in-Chief from which appeal is taken. All such appeals shall be in writing and shall be mailed by registered or certified mail, return receipt requested, to the National Council of Administration at National Headquarters, Veterans of Foreign Wars of the United States. The written appeal shall:

1. Describe the act or decision from which the appeal is taken and the manner in which the matter at issue has been handled.
2. State all facts known to the member concerning the matter at issue including any facts which have not previously been considered in the appeal process.
3. Specify the provision or provisions of the Charter, By-Laws, Manual of Procedure, Ritual or the laws or usages of the Veterans of Foreign Wars of the United States which the act or decision violates or contradicts.
4. State the relief requested by the member.

Upon receipt of a proper written appeal, the National Council of Administration shall advise the member of the time and place that the matter will be considered and decided. The National Council shall determine the manner in which the matter will be considered. The member shall have the right to appear at his own expense, personally or by counsel, at such time and place as

the matter is considered. The National Council of Administration shall decide the appeal and shall inform the member in writing of its decision.

Sec. 110--Rights of Members. (See Section 110 By-Laws)

Sec. 111--Life Members.

Any applicant whose 31st, 41st, 51st, 61st, 71st or 81st birthday will occur after the date of application and on or before December 31 of the current calendar year shall pay only the fee that would be required on his next birthday. Death of a life member prior to December 31 of the calendar year an applicant's life membership is processed by the Quartermaster General, shall be cause for a refund of the life member fee if requested by the Post Quartermaster or Department Quartermaster. Per capita tax paid, from the Life Membership Fund, to the Post, Department and National Headquarters will be deducted from any such refund.

(End of Article I)

ARTICLE II--POSTS

Sec. 201--Formation, Chartering and Instituting.

Applications for Membership to Accompany Application for Charter. Upon signing an application for charter for a new Post, or upon applying for membership in a new Post, each prospective new member shall pay an admission fee and annual dues which shall not be less than the minimum amount required to cover admission fees and Department and National dues. Each prospective new member shall also execute and submit a regularly approved application card. A member in good standing in another Post may by transfer become a charter member of a new Post or a former member of any Post shall be eligible to become a charter member of any newly chartered Post by the submission of a regularly approved application card and the payment of annual dues and such members shall be eligible for election to office in such new Post; such members shall not be liable for an admission fee.

Institution of the Post. Upon the authorization of a charter to a Post by the Commander-in-Chief, the Department Commander having jurisdiction shall designate a Department Officer, County Council Officer, or other qualified officer an instituting officer to institute the Post and to install the Post officers. If the newly authorized Post is not within the jurisdiction of a Department, the Commander-in-Chief shall appoint an Aide de-Camp or authorize a properly qualified officer to institute the Post and install the officers. The instituting officer shall be responsible for the proper institution of the Post and shall comply with all the requirements prescribed by the By-Laws, Manual of Procedure, Ritual, regulations, laws and usages of the Veterans of Foreign Wars of the United States. The By-Laws, Manual of Procedure, Ritual and other supplies shall be turned over to the instituting officer and he shall in turn deliver them into the keeping of the Post Commander, after said Commander has been installed, and shall instruct the officers in their duties and perform such other services as the By-Laws, Manual of Procedure and Ritual may prescribe. Each new Post shall be instituted within sixty (60) days of the date the charter is authorized by the Commander-in-Chief. If not instituted within sixty (60) days from the date of authorization, said authorization may be rescinded.

Report of Instituting Officer. The instituting officer shall sign the report of muster, on a form furnished by the Adjutant General, certifying that all members of the new Post are eligible according to the Congressional Charter and By-Laws. The instituting officer shall have the right to review all documentation submitted by members being mustered to verify eligibility.

Sec. 202--By-Laws. Copies of By-Laws, including amendments, adopted by a Post shall be forwarded to the Commander-in-Chief, through channels. Such proposed By-Laws or amendments shall be submitted to the Department Commander who shall review them for compliance with the Department By-Laws and shall forward them, with a recommendation, to the Commander-in-Chief within thirty (30) days, certifying that there is no conflict in the proposed By-Laws with the Department By-Laws. No By-Laws or amendments adopted by a Post shall become effective until reviewed by the Commander-in-Chief or his designee for compliance with the Congressional Charter, By-Laws, Manual of Procedure, Ritual or laws and usages of the Veterans of Foreign Wars of the United States.

Sec. 203--Regular and Special Meetings; Quorum; Authorized Attendees.

Special meetings must be called for a date not more than fourteen (14) days after:

- (a) The Post Commander receives the signed, written request; or
- (b) The majority vote of the members present at a regular meeting; or
- (c) The date upon which the Post Commander determines that a special meeting maybe necessary.

The Post Adjutant shall give notice, in writing, of the time and place of any special meeting and of the business to be transacted, such notice to be given in such manner as to reasonably reach members at least forty-eight (48) hours in advance of the time set for the meeting. No business shall be transacted at any special meeting except that for which the meeting is called.

Sec. 204

Sec. 205

Sec. 206--Change of Location; Change of Meeting Place. (See Section 206 By-Laws)

Sec. 207

Sec. 208--Change of Name.

Proper application for a change of name shall be made on forms prescribed by the Adjutant General and submitted through channels and shall require approval by a two-thirds (2/3) vote of the members present at a regular meeting, or special meeting called for such purpose, upon at least fourteen (14) days written notice to the Department Commander and to all members of said regular or special meeting and proposed action.

Sec. 209--Consolidation of Posts.

A proposed consolidation of two or more Posts in good standing must be approved by each of the Posts by a two-thirds (2/3) vote, to be recorded by the ayes and nays of the members present at a regular or special meeting called for such purpose, after at least two (2) weeks notice in writing has been given to all the members of such meeting and proposed action. Such facts shall be certified by each Post to the Department Commander. If such consolidation be so approved, the name, number (must be one of the consolidating Post numbers) and location to be assigned the consolidating Posts must be approved by a two-thirds (2/3) vote of the members of any and all the Posts consolidating present at a meeting called for such purpose, after at least two (2) weeks notice in writing has been given to all the members of the Posts concerned of such

meeting and purpose. Such facts shall be certified to the Department Commander. The Department Commander shall forward such certification to the Commander-in-Chief, who shall issue without charge a Certificate of Charter reciting the facts of such consolidation. The Certificate of Charter shall rank from the date of the senior Post's charter. The property of each of the Posts shall be conveyed to and become the property of the consolidated Post. All past officers in each shall be entitled to rank as of date of service in their respective Posts. Upon the consolidation of two or more Posts, new officers shall be elected and installed. Past Officers of Consolidated Posts. In the event two or more Posts consolidate, all officers of the consolidated Posts having fulfilled their obligations shall be recognized as past officers; provided, however, the Past Commanders of the Posts consolidating shall not be considered as Past Post Commanders of the consolidated Posts for the purpose of representing either the Posts consolidated, or the new Post formed by such consolidation, at any District Convention or Department Convention.

Sec. 210--Surrender or Forfeiture of Charter. (See Section 210 By-Laws)

Sec. 211--Suspension and Revocation of Charter. (See Section 211 By-Laws)

Sec. 212--Defunct Posts. (See Section 212 By-Laws)

Sec. 213--Arrearages. (See Section 213 By-Laws)

Sec. 214--Solicitation of Funds.

Posts may solicit funds or contributions or otherwise engage in fund-raising activities or projects only after a prior vote of the Post agreeing to such solicitations, activities or projects. Posts shall assure that such solicitations, activities or projects do not violate any applicable governmental law, ordinance or regulation nor bring or tend to bring opprobrium or embarrassment upon the Post, its members or the Veterans of Foreign Wars of the United States. The name, seals, badges and emblems of the Veterans of Foreign Wars of the United States shall not be used in connection with any solicitations, activities or projects not in compliance with the foregoing. A Post shall not solicit funds or donations or otherwise engage in fund-raising activities or projects outside the immediate geographical area or community of the Post. Fund-raising organizations or individuals conducting solicitations, activities or projects for a profit shall not be engaged or used by any Post for such purpose unless such engagement is made by written agreement between the Post and the organization or individual's 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 Post entering into any such agreement. In the event a Post shall employ or enter into an agreement with a fund-raising organization or individual to solicit contributions or engage in a fund-raising project, a surety bond or cash advance in the full amount of expected collections from the solicitation or project shall be furnished by the fund-raising organization or individual, said bond or cash advance guaranteeing payment of the funds solicited or raised to a bonded officer of the Post within thirty (30) days of the close of the solicitation or project, provided, however, that the bond shall be discharged or cash advance returned if such fundraising organization or individual shall make payment within thirty (30) days. If a bond or cash advance cannot be furnished, then all collections shall be made by members of the Post sponsoring the solicitation or fund-raising project and funds shall be paid to a bonded officer of the Post who shall hold the funds pending proper distribution.

Sec. 215--Eligibility to Office. (See Section 215 By-Laws)

Sec. 216--Elected and Appointed Officers; Chairmen and Committees. (See Section 216 By-Laws)

Sec. 217--Nomination, Election, Installation and Term of Office.

Nomination. Elective Post officers shall be nominated at the first meeting in April. Where, by Post By-Law or custom, a Post conducts only one regular meeting per month, elective Post officers shall be nominated at the regular meeting in March. Any nominee shall have the opportunity to decline nomination for the office to which he has been nominated before nominations are closed. A member making the nomination of an absentee for any office shall have presented to the Adjutant, in writing, the consent of the member being nominated prior to the opening of nominations. Nominations shall not be closed by the presiding officer until the election is called and the Post is ready to vote, provided, however, that when a poll system and preprinted ballots are used, as hereinafter described, nominations must be closed at the meeting at which nominations are made.

Election. Prior to the opening of nominations, the Post shall decide which form of election shall be used, unless the Post By-Laws specify the manner of election. Balloting for Post officers may be conducted by open vote or written secret ballot (handwritten or printed) at a regular Post meeting, or, if required by Post By-Laws or authorized by Post vote prior to the opening of nominations, by a poll system and preprinted ballot.

Election by Open Vote or Written Secret Ballot at Regular Meeting. Unless the Post has, by By-Law or by majority vote as hereinabove provided, determined to conduct the election by a poll system and preprinted ballot, elective Post officers shall be elected at the April regular meeting with respect to Posts that, by Post By-Law or custom, meet only once a month or at the second April meeting with respect to Posts which, by Post By-Law or by custom, regularly meet more than once a month. A majority vote of all votes cast, except where otherwise designated, shall be necessary to elect. If there be no election on the first ballot, the name of the comrade receiving the lowest number of votes shall be dropped and so on in successive ballots until an election is made. Poll System and Preprinted Ballot. A poll system and preprinted ballot may be authorized by a Post By-Law or by majority vote of the Post at the meeting for nominations, prior to opening of nominations. If authorized, the Post shall determine where, and during what hours, the polls shall be open and shall establish adequate safeguards to assure that those members in good standing who present themselves during the hours specified, and only such members in good standing, shall have an opportunity to vote and have their votes counted as cast. The Post shall also determine the procedure in the event of a tie. Unless the Post otherwise specifies, such balloting shall be conducted on the same date as the regular Post meeting. Due notice of any election to be conducted pursuant to poll system and preprinted ballot, including the time and place for voting, shall be mailed to members in good standing prior to such election within reasonable time to reach members prior to the date for such election. That notice shall contain the names of the candidates. The preprinted ballot shall have a space or spaces for write-in candidates. The candidate receiving the greater number of votes cast shall be the winner.

Installation of Officers. Post officers shall be installed in their respective offices at a regular or special meeting held not less than twenty (20) days nor more than sixty (60) days prior to the convening of the Department Convention, but shall not assume their duties until the Department

Commander is installed. The installation may be conducted publicly at an open meeting to be held for that purpose when no part of the opening or closing service or signs of recognition shall be used. The installation shall be conducted by a member in good standing, who holds or has held a rank at least as high as that of Post Commander. The Post Commander-elect will select the installing officer. An officer-elect who may be absent for good and sufficient reason or cause may be installed at any succeeding meeting within sixty (60) days of the date of installation. If not then installed, the office will automatically become vacant. The officer designated to install the officers of a Post shall require that all officers, before installation, submit to him their membership cards, showing that they are in good standing and qualified for office during the current membership year. He shall require that the retiring Commander furnish proof that the office of Post Quartermaster is bonded, as prescribed by Section 703. Officers installed in violation of the foregoing will not be recognized by higher authority.

Term of Office. Officers shall be elected for a term of one (1) year except that three trustees shall initially be elected for terms of one (1), two (2) and three (3) years and thereafter one (1) trustee shall be elected each year for a term of three (3) years.

Sec. 218--Officers and Chairmen, Duties and Obligations.

(a) Officers.

(1) Duty of Commander. Among the duties of a Post Commander, he shall:

a. Preside at all meetings of the Post, conducting such meetings in accordance with Article X of the By-Laws and Manual of Procedure and other applicable parliamentary rules.

b. Enforce strict observance of the laws and usages of this organization, including Post, County Council, District and Department By-Laws and the Congressional Charter, National By-Laws, Ritual and Manual of Procedure, and all lawful orders from proper authorities.

c. Insist that Post 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 opprobrium or embarrassment upon the Post, its members or the Veterans of Foreign Wars of the United States.

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

e. 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.

f. Approve all orders drawn upon the Quartermaster for the disbursement of money by motion made and passed at a meeting of the Post and countersign all checks for the disbursement of Post funds.

g. Assure that the office of Quartermaster is bonded according to Section 703 of the By-Laws.

- h. Assure that all dues and other monies due the National Headquarters and Department are forwarded promptly together with accurate reports and returns pertaining thereto.
 - i. Assure that all reports are correctly prepared and promptly forwarded, that all the business of the Post is handled with dispatch and that all necessary licenses and permits are obtained for proper operation.
 - j. Assure that eligible veterans are encouraged to join and maintain membership.
 - k. Assure that he or his representative attend all properly called District Conventions or meetings and County Council meetings.
 - l. Comply with and perform all of the duties required by the laws and usages of this organization, the provisions of these By-Laws, the Ritual and Manual of Procedure and Department, District, County Council or Post By-Laws pertaining to the duties and obligations of a Post Commander and lawful orders from proper authority and perform such other duties as are usually incident to the office. Failure without just cause to perform these duties may result in removal from office.
- (2) Duty of Senior Vice Commander. The Post Senior Vice Commander shall assist the Commander in preserving order, preside in the absence of the Commander, provide such advice or assistance as may be required and perform such other duties as are usually incident to such office or may from time to time be required by the laws and usages of the organization or lawful orders from proper authority.
- (3) Duty of Junior Vice Commander. The Post Junior Vice Commander shall assist the Commander in preserving order, preside in the absence of the Commander and Senior Vice Commander, provide such advice or assistance as may be required and perform such other duties as are usually incident to such office or may from time to time be required of him by the laws and usages of the organization or lawful orders from proper authority.
- (4) Duty of Commander Pro Tempore. In the event that the Commander, Senior Vice-Commander or Junior Vice-Commander is present, the Post shall elect a Commander Pro Tempore to preside at the meeting of the Post.
- (5) Duty of Quartermaster. Among the duties of a Post Quartermaster, he shall:
- a. Receive and hold all monies, securities, vouchers, and other personal property of the Post as may pertain to his office.
 - b. Pay out or expend monies only after the Post has authorized payment by motion made and passed at a meeting of the Post. All checks for the expenditures of Post 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 Quartermaster, shall be countersigned by the Post Commander.
 - c. Before entering upon his duties and for the faithful performance thereof, he shall qualify by good and sufficient bond, in accordance with Section 703, in a sum at least

equal to the amount of the liquid assets for which he may be accountable, the cost of which shall be paid from Post funds.

d. Collect all monies due the Post, giving receipt therefore.

e. Keep an account with each member and notify all members in arrears.

f. Collect the annual membership dues and credit the dues fund with a sum equal to the annual National, Department, District and County Council dues.

g. At least once each month, transmit to the Department Quartermaster the Department and National dues payable from the annual dues collected from each member during the preceding month, such payment to be accompanied by transmittal forms provided by the National Headquarters. The Quartermaster will be responsible for prompt payment of dues when due to the proper authorities.

h. Refrain from issuing official membership dues receipts to new members until he has received the required admission fee and the required dues, unless the same shall have been remitted by the Post. He shall collect the admission fee and dues prior to the election of the new member and immediately thereafter will credit one dollar (\$1.00) to the Department in which the Post is located, the same to be forwarded to the Department Quartermaster.

i. Maintain a dues reserve fund to which shall be credited not less than one-half of the Post's part of the current year's dues paid by each member prior to July 1, including Life Membership per capita taxes received from the National Organization on account of Life Members. (This shall not apply to dues remitted by the Post.) He shall not disburse nor shall an obligation be incurred against this fund until after July 1, at which time it shall be transferred to the Post's general fund and be available for expenditures.

j. Expend any and all dues paid by the Post on members whose dues have been remitted from the general fund of the Post.

k. Maintain a relief fund, which shall be credited with the net proceeds of all sales of Buddy Poppies and such other monies as may be solicited or donated for veterans relief purposes. Expenditures from the relief fund shall only be made for the purposes outlined in Section 704 of the Manual of Procedure.

l. Maintain the books and records at all times in a neat and efficient manner. The books and records of the Quartermaster shall be uniform and shall be those prescribed by National Headquarters; provided, however, that computer record keeping systems may be used, so long as the records contain the same data as required on forms prescribed by National Headquarters. Books and records shall be available for inspection by authorized Post officers at all reasonable times. Unless authorized by the Post to remove such books and records from its facilities, all such books and records shall be kept at the Post facilities.

- m. Deliver to his successor in office or to anyone designated by the Post or higher authority, all books, records, vouchers, monies, securities and other property of the Post in his possession or under his control.
 - n. Serve as Treasurer of all Post committees handling funds.
 - o. Comply with, and perform all duties required of him by the laws and usages of this organization, applicable By-Laws and order's from lawful authority and perform such other duties as are usually incident to such office.
- (6) Duty of Adjutant. Among the duties of the Post Adjutant, he shall:
- a. Under the direction of the Commander, prepare all reports and returns required of him.
 - b. Attest by his signature and the seal of the Post all official actions of the Post.
 - c. Keep in books or files properly prepared the following:
 - 1. Current By-Laws, Ritual and Manual of Procedure of the Veterans of Foreign Wars of the United States and copies of the By-Laws of the Post, Department, District and County Council.
 - 2. In a proper file, the original application of every member admitted to the Post.
 - 3. A record of all the proceedings of each meeting of the Post after the same shall have been corrected and approved.
 - 4. An order file in which shall be kept all orders or circulars issued by the Commander-in-Chief, the National Council of Administration, the Department Commander, the District and/or County Council Commander or the Post Commander.
 - 5. A letter or correspondence file.
 - 6. A file containing a copy of the proof of eligibility submitted by officers pursuant to Section 216(c).
 - 7. A roll of departed comrades.
 - d. Transfer to his successor, without delay, all books, papers, records, monies and other records and property of the Post in his possession or under his control.
 - e. Comply with and perform all duties required of him by the laws and usages of this organization, applicable By-Laws and orders from lawful authority and perform such other duties as are usually incident to such office.
 - f. Unless authorized by the Post to remove books and records under his control from its facilities, all such books and records shall be kept at the Post facilities.

(7) Duty of Chaplain. The Post Chaplain shall be chairman of the Visiting Committee of the Post. He shall, with the assistance of such other members as may be appointed by the Commander, visit the sick and disabled members of the Post and make a report to the Post concerning same. He shall perform such other duties as are usually incident to the office or as may from time to time be required of him by the laws and usages of this organization or lawful orders from proper authority.

(8) Duty of Judge Advocate. The Post Judge Advocate shall give the Post Commander such legal assistance, incident to his office, as he may request, and perform such other duties as may be usually incident to the office or as may from time to time be required of him by the laws and usages of this organization or lawful orders from proper authority.

(9) Duty of Surgeon. The Post Surgeon shall be the chairman of the Health Committee and, with the assistance of such others as may be appointed by the Commander. He shall promote and put into effect health programs for the benefit of his Post and the community. He shall perform such other duties as are usually incident to the office or as may from time to time be required of him by the laws and usages of this organization or lawful orders from proper authority.

(10) Duty of the Officer of the Day. Among the duties of the Officer of the Day, he shall:

- a. Be the custodian of the Post colors, altar flag, Bible, ballot box, gavel and such other Post property as is incident to a Post meeting.

- b. At the beginning of every meeting, cause the official membership dues receipt card or life membership card of every member present to be inspected. He shall instruct comrades who may not have paid dues for the current calendar year and, as a result, do not possess an official membership receipt card, to immediately pay the required dues to the Quartermaster. In the event the member does not have an official dues card receipt or life membership card in his possession, but claims that his dues are paid, or were remitted, the Officer of the Day will ascertain the membership status of the comrade from the Post Quartermaster. Unless dues have been properly remitted in accordance with the By-Laws or Manual of Procedure, delinquent members will immediately pay dues to the end of the current calendar year or leave the meeting room. The Officer of the Day must not permit a member whose dues have not been paid or remitted to the end of the current calendar year to remain at a Post meeting.

- c. Prior to a meeting, have the Post colors in position to be properly presented, the altar properly decorated with flag and Bible and all officers' stations in proper position and in order. He shall, with the assistance of the Color Bearers, present and retire the National Flag and Post Colors and properly present and introduce distinguished guests.

- d. At the close of the meeting, assure that all Post property under his control is properly and safely taken care of.

- e. At the direction of the Post Commander, prepare the ballots, permit only those to cast their ballots who are qualified and observe that the balloting is done in a secret and proper manner.

- f. To the best of his ability, carry out the orders of the Commander and the Post and perform such other duties as may be usually incident to the office or may from time to time be required of him by the laws and usages of the organization or lawful orders from proper authority.
- (11) Duty of Trustees. Among the duties of the three (3) elected Post Trustees, they shall:
- a. Not later than the end of the month following the last day of each quarterly period, properly audit the books and records of the Post Quartermaster, Post Adjutant, and any activity, clubroom, holding company or unit sponsored, conducted or operated by, for or on behalf of the Post, and submit a detailed statement of such audits to the Post.
 - b. Quarterly, through the Post Commander, submit a Post Trustee's Report of Audit to the Department Quartermaster for referral to the Department Inspector. The Report shall be in accordance with and upon such form as may be prescribed by the Adjutant General. The audit shall be signed by the Post Commander and Trustees, who shall, by their signatures, certify to the accuracy of the information contained therein. Trustees of Posts not under the jurisdiction of a Department shall submit the Report of Audit to the Adjutant General.
 - c. Verify all expenditures of the Post and certify by their signature as to the correctness of each expenditure voucher.
 - d. Audit the records and accounts of all committees, officers and members having to do with the receipt and expenditure of Post funds. Trustees shall not be eligible to serve on committees or as officers whose books, records and accounts are audited by the Trustees.
 - e. Perform such other duties as may be usually incident to the office or may from time to time be required by the laws and usages of the organization or lawful orders from proper authority.
- (12) Duty of Guard. Among the duties of the Post Guard, he shall:
- a. Allow no one to enter the Post meeting room that does not possess a dues receipt card for the current calendar year or a life membership card. Should the person requesting admittance state that his dues were paid but that he does not have the official receipt card or life membership card in his possession, then the Guard shall inform the Commander who shall ascertain from the Quartermaster whether the person seeking admittance has paid dues for the current calendar year and, if so, the member shall be admitted, provided he is otherwise in good standing.
 - b. Notify the Officer of the Day of the presence of all distinguished guests who may be awaiting admittance.
 - c. Perform such other duties as may be usually incident to the office or may from time to time be required of him by the laws and usages of this organization or lawful orders from proper authority.

(13) Duty of Service Officer. The Post Service Officer shall assist members of the Post, their widows and orphans and other worthy cases brought to their attention in obtaining rightful benefits from the federal and state governments, in the preparation of the proper forms for applying for such benefits and in assembling evidence required in connection therewith. The work of a Service Officer shall be performed in accordance with the instructions contained in the VFW Guide for Post Service Officers under the general supervision of the Department Service Officer. He shall perform such other duties as may be usually incident to the office or as may from time to time be required of him by the laws and usages of this organization or lawful orders from proper authority.

(14) Duty of Assistant Adjutant. The Assistant Adjutant shall assist the Adjutant in his duties as requested.

(15) Duty of Assistant Quartermaster. The Assistant Quartermaster shall assist the Quartermaster in his duties as requested.

(b) Chairmen.

(1) Duty of Legislative Chairman. The Post Legislative Chairman shall inform the Post membership of all legislative information as shall be sent to him by Department or National Legislative Officers pertaining to veterans' welfare legislation. He shall perform such other duties as may be usually incident to the office or may from time to time be required of him by the laws and usages of this organization or lawful orders from proper authority.

(2) Duty of Employment Chairman. The Post Employment Chairman shall diligently work for the accomplishment of the employment programs adopted by the National and Department Conventions and his Post and promote the employment of veterans. He shall make such records and reports as may be required and shall perform such other duties as may be usually incident to the office or may from time to time be required of him by the laws and usages of this organization or lawful orders from proper authority.

(3) Duty of Public Relations Chairman. The Post Public Relations Chairman shall favorably publicize, as far as possible, the activities of the Post, such as banquets, meetings, the election of new officers and all other affairs, which enhance the prestige of the Post and the membership. He shall seek the cooperation of the editors of local publications and the managers of broadcast media and, on every possible occasion, endeavor to obtain favorable publicity for the Veterans of Foreign Wars of the United States. He shall perform such other duties as may be usually incident to the office or may from time to time be required of him by the laws and usages of this organization or lawful orders from proper authority.

(4) Duty of Americanism Chairman. The Post Americanism Chairman shall diligently work for the accomplishment of the Americanism Programs adopted by the National and Department Conventions and his Post. He shall maintain a record of all patriotic days and shall initiate programs for their proper observance by the Post and community. He shall make reports as may be required and shall perform such other duties as may be usually

incident to the office or may from time to time be required of him by the laws and usages of this organization or lawful orders from proper authority.

Sec. 219

Sec. 220--Vacancies and Removal of Elective Officers. (See Section 220 By-Laws)

Sec. 221--Voting.

In the conducting of Post elections or other routine business, each Post member in good standing present at the meeting shall be entitled to one vote. In the case of an election by pre-printed ballot each member in good standing shall be entitled to cast one ballot during the hours of balloting determined by vote of the Post as outlined in Section 217 of the Manual of Procedure. Voting may only be accomplished by members in attendance at a meeting or if the printed ballot is used by members presenting themselves' and casting their ballot during the specified hours for balloting.

Sec. 222--Delegates, County Council, District, Department and National Conventions.

(a) Delegates and alternates to County Councils shall be elected at the same time the annual election of Post officers is held; two (2) delegates and two (2) alternates for the first fifty (50) members or fraction thereof, and one (1) delegate and one (1) alternate for each additional fifty (50) members or fraction thereof in good standing in the Post at the time of the election.

(b) Delegates and alternates to District Conventions shall be elected at a regular meeting of the Post held not less than thirty (30) days prior to the District Convention at which District officers are to be elected; one (1) delegate and one (1) alternate for each fifteen (15) members or fraction thereof in good standing in the Post at the time of the election or as the Department By-Laws may provide. Posts instituted subsequent to April 30 shall as promptly as possible elect delegates and alternates to the District Convention. All delegates and alternates to the District Convention shall be members in good standing in their respective Posts.

(c) Delegates and alternates to the Department Convention shall be elected at a regular meeting of the Post held not less than thirty (30) days prior to the Department Convention; one (1) delegate and one (1) alternate for each thirty (30) members or fraction thereof in good standing in the Post at the time of the election or as the Department By-Laws may provide. Posts instituted during the thirty (30) days prior to convening date of the Department Convention shall on the night of institution or as soon thereafter as possible elect delegates and alternates as hereinbefore provided. National and Department dues covering the membership of the Post shall be in the hands of the Department Quartermaster not less than thirty (30) days prior to the Department Convention, or in the case of a new Post, within fifteen (15) days of the date of institution, and the delegate strength shall be based on the Department Quartermasters records as of the date of election of such delegates. In Departments in which the Department By-Laws so provide, a delegate registration fee shall be paid by each Post for each and every delegate to which each Post shall be entitled, based upon and as shown by the Department Quartermasters records as of not less than thirty (30)

days prior to the convening of the Convention, with such additions as may be necessary by new Posts only. The delegate registration fee shall be forwarded by each and every Post regardless of the number of delegates present at the annual Department Convention, and must be in the hands of the Department Quartermaster not later than fifteen (15) days before the convening of the Department Convention each year. Posts failing to forward the full delegate registration fee shall be considered delinquent and in arrears. The Department Quartermaster shall set up a Department convention fund and all Department delegate registration fees received by him shall be placed therein and used and expended only as and for expenses incurred and expenditures made in the holding of an annual Department Convention each year.

(d) Delegates and alternates to the National Convention shall be elected at the last meeting night in June of each year; one (1) delegate and one (1) alternate for each fifty (50) members or fraction thereof in good standing in the Post at the time of the election. All delegates and alternates to the National Convention must be members in good standing in their respective Posts. Posts instituted after June 30 and prior to the National Convention shall on the night of institution or as soon thereafter as possible, elect one (1) delegate and one (1) alternate for each fifty (50) names or fraction thereof according to the number of names listed on the charter application, or such number as are members in good standing on the date of election of delegates. Transmittal reports and dues covering the membership of the Post shall be in the hands of the Quartermaster General on or before July 5, or in the instance of a Post instituted after June 30, dues and transmittal forms shall be forwarded within fifteen (15) days from date of institution, and the delegate strength of each Post shall be based upon the Quartermaster General's records as of July 5, with such additions thereto as may be necessary by new Posts only. Each Post shall register, in advance, at least one delegate to the National Convention by the payment of a fee in the amount of ten dollars (\$10.00), which fee shall entitle the Post to a packet of convention information and materials. Posts failing to comply with this provision shall be considered delinquent and in arrears. Payment of convention registration fees as set forth above does not entitle the delegate(s) voting privileges at the National Convention. Delegates must present a properly completed Delegate Credential card to the National Credentials Committee for registration as provided for in Section 222 (h) of the National By-Laws.

(e) Delegates and alternates to County Councils, Districts, Department and National Conventions shall be recognized only when Posts have complied with the provisions of the By-Laws, Ritual and Manual of Procedure.

(f) By the passage of a motion before balloting, so ordering, candidates for delegates and alternates may be voted for on the same ballot, and the allotted number receiving the highest number of votes shall be declared delegates and alternates.

Sec. 223--Commemorative Dates.

Each Post shall make arrangements for observances of Memorial Day, see that suitable grave markers, wreaths and flags of the United States are placed on the graves of deceased members and, if practicable, conduct Memorial Day Services in the cemeteries in its locality. Each Post shall see that suitable arrangements are made for the observance of Veterans Day, Flag Day and Loyalty Day. In addition, the Post should arrange special ceremonies, and all Commanders

should alert comrades to their obligations for appropriate commemoration of other dates specified in the Ritual.

(End of Article II)

ARTICLE III--COUNTY COUNCILS

Sec. 301--Formation and Chartering. (See Section 301 By-Laws)

Sec. 302--Composition of County Council. (See Section 302 By-Laws)

Sec. 303--Affiliation With. (See Section 303 By-Laws)

Sec. 304--County Council By-Laws.

A County Council may adopt or amend by-laws at a regular County Council meeting. Copies of by-laws, including amendments, adopted by a County Council shall be forwarded to the Commander-in-Chief, through channels. Such proposed by-laws or amendments shall be submitted to the Department Commander who shall review them for compliance with the Department By-Laws and shall forward them, with a recommendation, to the Commander-in-Chief within thirty (30) days, certifying that there is no conflict in the proposed by-laws with the Department By-Laws. No by-laws or amendments adopted by a Council shall become effective until reviewed by the Commander-in-Chief or his designee for compliance with the Congressional Charter, By-Laws, Manual of Procedure, Ritual or laws and usages of the Veterans of Foreign Wars of the United States.

Sec. 305--Regular and Special Meetings; Quorum; Authorized Attendees.

When a special meeting is called under the provisions of Section 305 of the By-Laws, the County Council Adjutant shall give notice, in writing, to Post Commanders within the Council and Council officers of the time and place of any special meeting and of the business to be transacted, such notice to be delivered in a manner reasonably calculated to reach each Commander and officer at least forty-eight (48) hours in advance of the time set for the meeting. No business shall be transacted at any special meeting except that business specified in the notice.

Sec. 306

Sec. 307

Sec. 308--Change of Name.

A County Council may change its name by a two-thirds vote of members present at a regular or special meeting called for such purpose, of which meeting and proposed action at least thirty days notice in writing has been given to all members, and provided that such change shall be approved by the Department Commander and the Commander-in-Chief. Request for permission for change of name shall be submitted through channels and forwarded to the Adjutant General. When permission for change of name has been granted by the Commander-in-Chief, such County Council shall be issued a new charter at the expense of the County Council.

Sec. 309--Surrender or Forfeiture of Charter. (See Section 309 By-Laws)

Sec. 310--Suspension and Revocation of Charter. (See Section 310 By-Laws)

Sec. 311--Defunct County Councils. (See Section 311 By-Laws)

Sec. 312-- Arrearages. (See Section 312 By-Laws)

Sec. 313--County Council Dues. (See Section 313 By-Laws)

Sec. 314--Solicitation of Funds.

County Councils may solicit funds or contributions or otherwise engage in fundraising activities and projects only by prior vote of the County Council agreeing to such solicitations, activities or projects. County Councils shall assure that such solicitations, activities or projects do not violate any applicable governmental law, ordinance or regulation or tend to bring opprobrium or embarrassment upon the County Council, its members or the Veterans of Foreign Wars of the United States. The name, seals, badges and emblems of the Veterans of Foreign Wars of the United States shall not be used in connection with any solicitations, activities or projects not in compliance with the foregoing. A County Council shall not solicit funds or contributions or engage in fund-raising activities or projects of any kind outside the immediate geographical area of the County Council. A County Council whose territory is partly within a city may solicit funds within the entire city. Fund-raising organizations or individuals conducting solicitations, activities or projects for a profit shall not be engaged or used by any County Council for such purpose unless such engagement is made by written agreement between the County Council 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 County Council entering into any such agreement. In the event a County Council shall employ or enter into an agreement with a fundraising organization or individual to solicit contributions or engage in a fund-raising project, a surety bond or cash advance in the full amount of expected collections from the solicitation or project shall be furnished by the fund-raising organization or individual, said bond or cash advance guaranteeing payment of the funds solicited or raised to a bonded officer of the County Council, within thirty (30) days of the close of the solicitation or project, provided, however, that the bond shall be discharged or cash advance returned if such fund-raising organization or individual shall make payment within thirty (30) days. If a bond or cash advance cannot be furnished, then all collections shall be made by members of the County Council sponsoring the solicitation or fund-raising project and funds shall be paid to a bonded officer of the County Council who shall hold the funds pending proper distribution.

Sec. 315--Eligibility to Office. (See Section 315 By-Laws)

Sec. 316--Elected and Appointed Officers; Chairmen and Committees. (See Section 316 By-Laws)

Sec. 317--Nomination, Election, Installation and Term of Office.

Any nominee may have the opportunity to decline nomination for the office to which he has been nominated before nominations are closed. A member making a nomination for an absentee for any office shall have presented to the Adjutant in writing, the consent of the member being nominated prior to the opening of nominations. Nominations shall remain open until the

presiding officer declares nominations closed, and the Council is ready to vote. In balloting for officers a majority of all votes cast shall be necessary to a choice. Should there be no election on the first ballot, the name of the comrade receiving the lowest number of votes shall be dropped, and so on in successive ballots until an election is made. The first meeting following the installation of the new Post officers shall be the last meeting of the old Council and the first meeting of the new Council. The new Council shall be organized with the incumbent Post Commanders and newly elected delegates. The officers shall be installed before the adjournment of the meeting at which they were elected, but not later than two (2) weeks prior to the Department Convention, and shall not assume their duties until the Department Commander is installed. An officer who may be absent for good and sufficient reason or cause shall be installed at any succeeding regular or special meeting of a unit of the organization, within sixty (60) days of the date of installation. If not then installed, the office will automatically become vacant. The installation shall be conducted by a member in good standing who holds or has held an office at least as high as County Commander. The County Commander-elect shall select the installing officer.

Sec. 318--Officers and Chairmen, Duties and Obligations.

County Council officers shall have the duties and obligations corresponding to the duties and obligations of Department officers, to the extent applicable, and as may be prescribed by the County Council and Department By-Laws. They shall have such other duties as are usually incident to the office or as may be required by the laws and usages of this organization or by lawful orders from proper authority. In addition to the duties otherwise prescribed in the National By-Laws, Ritual and Manual of Procedure and in County Council, District or Department By-Laws, the County Council officers shall have the following respective duties:

a. County Council Commander shall:

1. Preside at all meetings of the County Council.
2. Attend or assure that a representative attends all District Conventions and meetings of which the Commander is a member.
3. Promote and encourage membership programs within the County Council.
4. Approve all orders drawn upon the Quartermaster for the disbursement of funds by motion made and passed at a meeting of the County Council and counter-sign all checks for the disbursement of County Council funds.
5. Assure that the office of Quartermaster is bonded in accordance with Section 703 of the By-Laws.

b. County Council Senior Vice Commander shall assist the Commander in preserving order and preside in the absence of the Commander.

c. County Council Junior Vice Commander shall assist the Commander in preserving order and preside in the absence of the Commander and the Senior Vice-Commander.

d. County Council Quartermaster shall:

1. Receive and hold all monies, securities, vouchers and other personal property of the County Council as may pertain to his office.

2. Pay out or expend monies only after the County Council has authorized payment by motion made and passed at a meeting of the County Council or as provided for by the County Council budget. All checks for the expenditure of County Council funds shall be numbered in sequence, the number of each check to correspond with the voucher authorizing same, and, in addition to the signature of the Quartermaster, shall be countersigned by the County Council Commander.
 3. Before entering upon his duties, and for the faithful performance thereof, he shall qualify by good and sufficient bond in accordance with Section 703 in a sum at least equal to the amount of the liquid assets for which he may be accountable, the cost of which shall be paid from County Council funds.
 4. Collect all monies due the County Council, giving receipts therefor.
 5. Maintain the books and records at all times in a neat and efficient manner. The books and records of the Quartermaster shall be uniform and shall be those prescribed by National Headquarters, provided, however, that a computer record keeping system may be used so long as the records contain the same data as required on forms prescribed by National Headquarters. Books and records shall be available for inspection by authorized officers at all reasonable times.
 6. Deliver to his successor in office, or to anyone designated by the County Council or higher authority, all books, records, vouchers, monies, securities and other properties of the County Council in his possession or under his control.
 7. Serve as Treasurer of all County Council committees handling funds.
 8. Comply with and perform all duties required by him by the laws and usages of this organization, applicable By-Laws and orders from lawful authority and perform such other duties as are usually incident to such office.
- e. County Council Adjutant shall:
1. Be the corresponding officer of the County Council, and shall keep a correct record of the minutes of each County Council meeting.
 2. Maintain a file containing a copy of the proof of eligibility submitted by all County Council officers as prescribed by the By-Laws.
- f. County Council Trustees shall:
1. At least quarterly, properly audit the books and records of the County Council Quartermaster, County Council Adjutant, and any activity or unit sponsored, conducted or operated by, for, or on behalf of the County Council, and submit a detailed statement of such audits to the County Council.
 2. Submit a Trustees' Report of Audit to the Department Quartermaster. The report shall be in accordance with, and upon such form as may be prescribed. The audit shall be

signed by the County Council Commander and Trustees, who shall, by their signatures, certify to the accuracy of the information contained therein.

3. Verify all expenditures of the County Council and certify by their signature as to the correctness of each expenditure voucher.

4. Audit the records and accounts of all committees, officers and members having to do with the receipt and expenditure of County Council funds. Trustees shall not be eligible to serve on committees or as officers whose books, records and accounts are audited by the Trustees.

5. Perform such other duties as may be usually incident to the office or may from time to time be required by the laws and usages of the organization or lawful orders from proper authority.

g. County Council Chaplain shall, as appropriate, see that fitting tribute is made to our departed comrades. He shall perform such other duties as may be usually incident to his office or as may from time to time be required of him by the laws and usages of this organization or lawful orders from proper authority.

h. County Council Judge Advocate shall give the County Council Commander such legal assistance incident to his office as he may request and perform such other duties as may from time to time be required by the laws and usages of this organization or lawful orders from proper authority.

i. County Council Surgeon shall perform the duties properly pertinent to his office. He shall assist with the schools of instruction for Post Surgeons. He shall perform such other duties as may from time to time be required by the laws and usages of this organization or lawful orders from proper authority.

Sec. 319

Sec. 320--Vacancies and Removal of Elective Officers.

All vacancies in office shall be filled by election by the County Council at any regular meeting, notice of such contemplated action having been given at a previous meeting. In the event of a vacancy in the office of the Commander, the Senior Vice-Commander shall at once succeed to the title and duties of said office and the Junior Vice-Commander shall succeed to the title and duties of the Senior Vice-Commander. Likewise in the event of a vacancy in the office of the Senior Vice-Commander, the Junior Vice Commander shall at once succeed to the title and duties of said office. In either case the County Council shall elect a Junior Vice-Commander. The County Council may at any regular meeting by two-thirds (2/3) vote of the delegates present, declare vacant the position of any County Council officer who has absented himself, without valid excuse, from two consecutive meetings.

Sec. 321--Voting. (See Section 321 By-Laws)
(End of Article III)

ARTICLE IV—DISTRICTS

Sec. 401--Formation and Chartering. (See Section 401 By-Laws)

Sec. 402--Governing Body; Composition. (See Section 402 By-Laws)

Sec. 403

Sec. 404--By-Laws.

A District may adopt or amend by-laws at a District Convention. Copies of by-laws, including amendments, adopted by a District shall be forwarded to the Commander-in-Chief, through channels. Such proposed by-laws or amendments shall be submitted to the Department Commander who shall review them for compliance with the Department By-Laws and shall forward them, with a recommendation, to the Commander-in-Chief within thirty (30) days, certifying that there is no conflict in the proposed by-laws with the Department By-Laws. No by-laws or amendments adopted by a District shall become effective until reviewed by the Commander-in-Chief or his designee for compliance with the Congressional Charter, By-Laws, Manual of Procedure, Ritual or laws and usages of the Veterans of Foreign Wars of the United States.

Sec. 405--Conventions. (See Section 405 By-Laws)

Sec. 406--Regular and Special Meetings; Quorum; Authorized Attendees.

Districts shall hold at least one (1) regular meeting each year for the purpose of promoting schools of instruction for Post officers and for discussion of problems affecting the welfare of members of the Veterans of Foreign Wars and other matters as may be appropriate to the purposes of the Veterans of Foreign Wars of the United States. In the event that the members of the District vote to have a special meeting or the District Commander calls for such a meeting, the District Adjutant shall give notice, in writing, to Post Commanders of Posts within the District and District officers of the time and place of any special meeting and of the business to be transacted, such notice to be given in such manner as to reasonably reach each Post Commander and District Office at least forty-eight (48) hours in advance of the time set for the meeting. No business shall be transacted at any special meeting except that for which the meeting was called.

Sec. 407

Sec. 408--Surrender or Forfeiture of Charter. (See Section 408 By-Laws)

Sec. 409--Suspension and Revocation of Charter. (See Section 409 By-Laws)

Sec. 410--Defunct District. (See Section 410 By-Laws)

Sec. 411--District Dues. (See Section 411 By-Laws)

Sec. 412--Solicitation of Funds.

Districts may solicit funds or contributions or otherwise engage in fund-raising activities and projects only by prior vote of the District agreeing to such solicitations, activities or projects. Districts shall assure that such solicitations, activities or projects do not violate any applicable

governmental law, ordinance or regulation or tend to bring opprobrium or embarrassment upon the District, its members or the Veterans of Foreign Wars of the United States. The name, seals, badges and emblems of the Veterans of Foreign Wars of the United States shall not be used in connection with any solicitations, activities or projects not in compliance with the foregoing. A District shall not solicit funds or contributions or engage in fund-raising activities or projects of any kind outside the immediate geographical area of the District. A District whose territory is partly within a city may solicit funds within the entire city. Fund-raising organizations or individuals conducting solicitations, activities or projects for a profit shall not be engaged or used by any District for such purpose unless such engagement is made by written agreement between the District 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 District entering into any such agreement. In the event a District shall employ or enter into an agreement with a fund-raising organization or individual to solicit contributions or engage in a fund-raising project, a surety bond or cash advance in the full amount of expected collections from the solicitation or project shall be furnished by the fund-raising organization or individual, said bond or cash advance guaranteeing payment of the funds solicited or raised to a bonded officer of the District within thirty (30) days of the close of the solicitation or project, provided, however, that the bond shall be discharged or cash advance returned if such fund-raising organization or individual shall make payment within thirty (30) days. If a bond or cash advance cannot be furnished, then all collections shall be made by members of the District sponsoring the solicitation or fund-raising project and funds shall be paid to a bonded officer of the District who shall hold the funds pending proper distribution.

Sec. 413--Eligibility to Office. (See Section 413 By-Laws)

Sec. 414--Elected and Appointed Officers; Chairmen and Committees. (See Section 414 By-Laws)

Sec. 415--Nomination, Election, Installation and Term of Office.

A member may be nominated and elected although not present at the meeting. A member making a nomination of an absentee for any office shall have presented to the Adjutant, in writing, the consent of the member being nominated prior to the opening of nominations. Any nominee may have the opportunity to decline nomination for the office to which he has been nominated before nominations are closed. Nominations shall remain open until the presiding officer declares nominations closed and the Convention is ready to vote. Each member of the District Convention shall have but one (1) vote. In balloting for District officers, a majority of all the votes cast shall be necessary to a choice. If there be no election on the first ballot, the name of the comrade receiving the lowest number of votes shall be dropped and so on in successive ballots until an election is made. The three (3) Trustees shall be elected for terms of one (1), two (2), and three (3) years, and thereafter one (1) Trustee shall be elected each year for a term of three (3) years. District officers shall be installed before the adjournment of the meeting at which elected. The installation shall be conducted by a member in good standing who holds or has held an office equal to or higher than District Commander. The District Commander-elect shall select the installing officer. An officer who may be absent for good and sufficient reason or cause shall be installed at any succeeding regular or special meeting of a unit of the organization, within sixty (60) days of the date of installation. If not then installed, the office will automatically become vacant. District officers shall take office upon the confirmation of election and installation of the Department Commander by the Department Convention.

Sec. 416--Officers and Chairmen, Duties and Obligations.

District officers shall have duties and obligations corresponding to the duties and obligations of Department officers to the extent applicable and as may be further prescribed by the District and Department By-Laws. They shall have such other duties as are usually incident to the office or as may be required by the laws and usages of this organization or by lawful orders from proper authority. In addition to the duties otherwise prescribed in the National By-Laws, Ritual and Manual of Procedure and in District or Department By-Laws, the District officers shall have the following respective duties:

a. District Commander shall:

1. Preside over the District Convention and at least one (1) District meeting each year.
2. Promote schools of instruction for Post officers at District meetings.
3. Promote and encourage membership programs within the District.
4. Act as liaison between the Posts in the District and the Department.
5. Act as liaison between the Department Commander and the County Council Commanders and do whatever may be for the best interests of the Veterans of Foreign Wars of the United States.
6. Approve all orders drawn upon the Quartermaster for the disbursement of funds by motion made and passed at a meeting of the District and counter-sign all checks for the disbursement of District funds.
7. Assure that the office of Quartermaster is bonded in accordance with Section 703 of the By-Laws.

b. District Senior Vice Commander shall assist the Commander in preserving order and preside in the absence of the Commander.

c. District Junior Vice Commander shall assist the Commander in preserving order and preside in the absence of the Commander and the Senior Vice Commander.

d. District Commander Pro-Tempore: In the event that neither the Commander, Senior Vice Commander, or Junior Vice-Commander is present, the District shall elect a Commander Pro-Tempore to preside at the meeting of the District.

e. District Quartermaster shall:

1. Receive and hold all monies, securities, vouchers and other personal property of the District as may pertain to his office.
2. Pay out or expend monies only after the District has authorized payment by motion made and passed at a meeting of the District or as provided for by the District budget. All checks for the expenditure of District 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 Quartermaster, shall be counter-signed by the District Commander.
3. Before entering upon his duties, and for the faithful performance thereof, he shall qualify by good and sufficient bond in accordance with Section 703 in a sum at least equal to the amount of the liquid assets for which he may be accountable, the cost of which shall be paid from District funds.
4. Collect all monies due the District, giving receipts therefore.

5. Maintain the books and records at all times in a neat and efficient manner. The books and records of the Quartermaster shall be uniform and shall be those prescribed by the National Headquarters, provided, however, that a computer record keeping system may be used so long as the records contain the same data as required on forms prescribed by National Headquarters. Books and records shall be available for inspection by authorized officers at all reasonable times.

6. Deliver to his successor in office, or to anyone designated by the District or higher authority, all books, records, vouchers, monies, securities and other properties of the District in his possession or under his control.

7. Serve as Treasurer of all District committees handling funds.

8. Comply with and perform all duties required of him by the laws and usages of this organization, applicable By-Laws and orders from lawful authority and perform such other duties as are usually incident to such office.

f. District Adjutant shall:

1. Be the corresponding officer of the District, and shall keep a correct record of the minutes of each District meeting and each District Convention.

2. Immediately after each District Convention, notify the Department Adjutant of the names and addresses of all elective and appointive officers.

3. Maintain a file containing a copy of the proof of eligibility submitted by all District officers as prescribed by the By-Laws.

g. District Trustees shall:

1. At each District Convention or District meeting, or as Department By-Laws may provide, properly audit the books and records of the District Quartermaster, District Adjutant, and any activity or unit sponsored, conducted or operated by, for or in behalf of the District and submit a detailed statement of such audit to the District.

2. Submit a Trustees Report of Audit to the Department Quartermaster. The report shall be in accordance with and upon such form as may be prescribed. The audit shall be signed by the District Commander and District Trustees, who shall, by their signatures, certify to the accuracy of the information contained therein.

3. Audit the records and accounts of all committees, officers and members having to do with the receipt and expenditure of District funds. Trustees shall not be eligible to serve on committees or as officers whose books, records and accounts are audited by the Trustees.

4. Perform such other duties as may be usually incident to the office or may from time to time be required by the laws and usages of this organization or lawful orders from proper authority.

h. District Chaplain shall, during the annual District Convention, see that fitting tribute is paid to our departed comrades. He shall perform such other duties as may be usually incident to his office or as may from time to time be required of him by the laws and usages of this organization or lawful orders from proper authority.

i. District Judge Advocate shall give the District Commander such legal assistance incident to his office as he may request and perform such other duties as may from time to time be required by the laws and usages of this organization or lawful orders from proper authority.

j. District Surgeon shall perform the duties properly pertinent to his office. He shall assist with the schools of instruction for Post Surgeons. He shall perform such other duties as may from time to time be required by the laws and usages of this organization or lawful orders from proper authority.

Sec. 417

Sec. 418--Vacancies and Removal of Elective Officers.

Districts may fill any vacancy in their offices at any regular or special meeting. In the event of a vacancy in the office of District Commander, the Senior Vice-Commander shall at once succeed to the title and duties of such office, and the Junior Vice-Commander shall succeed to the title and duties of Senior Vice-Commander. Likewise in the event of a vacancy in the office of Senior-Vice Commander, the Junior Vice-Commander shall at once succeed to the title and duties of said office. In either case, the District shall be convened for the election of a Junior Vice-Commander. Should the vacancy occur in the office of District Quartermaster, the District Commander may appoint a Pro Tempore Quartermaster to carry out the duties incident to that office. The appointment shall be valid only until the next special or regular meeting of the District, at which, a District Quartermaster shall be elected and the appointment of the Pro Tempore Quartermaster shall become null and void.

Sec. 419--Voting. (See Section 419 By-Laws)

Sec. 420--Arrearages. (See Section 420 By-Laws) (End of Article IV)

ARTICLE V—DEPARTMENTS

Sec. 501--Formation, Chartering. (See Section 501 By-Laws)

Sec. 502--Provisional Departments. (See Section 502 By-Laws)

Sec. 503--Governing Body; Composition. (See Section 503 By-Laws)

Sec. 504

Sec. 505--By-Laws.

A Department may adopt or amend by-laws at a Department Convention. Copies of by-laws, including amendments, adopted by a Department shall be forwarded to the Commander-in-Chief,

through channels. No by-laws or amendments adopted by a Department shall become effective until reviewed by the Commander-in-Chief or his designee for compliance with the Congressional Charter, By-Laws, Manual of Procedure, Ritual or laws and usages of the Veterans of Foreign Wars of the United States.

Sec. 506--Convention; Quorum; Authorized Attendees. (See Section 506 By-Laws)

Sec. 507

Sec. 508--Surrender or Forfeiture of Charter. (See Section 508 By-Laws)

Sec. 509--Suspension and Revocation of Charter. (See Section 509 By-Laws)

Sec. 510--Defunct Departments. (See Section 510 By-Laws)

Sec. 511--Department Dues. (See Section 511 By-Laws)

Sec. 512--Arrearages. (See Section 512 By-Laws)

Sec. 513--Solicitation of Funds.

Departments may solicit funds or contributions or otherwise engage in fund-raising activities or projects only after prior vote of the Department Convention or Department Council of Administration. Departments shall assure that solicitations, activities and projects do not violate any applicable governmental law, ordinance or regulation nor bring or tend to bring opprobrium or embarrassment upon the Department, its members or the Veterans of Foreign Wars of the United States. The name, seals, badges and emblems of the Veterans of Foreign Wars of the United States shall not be used in connection with any solicitations, activities or projects not in compliance with the foregoing. A Department shall not engage in any solicitation or engage in a fund-raising project outside its own geographical area. In the event that a Department shall employ or enter into an agreement with a fundraising organization or individual to solicit contributions or engage in a fund-raising activity or project, a surety bond or cash advance in the full amount of the expected collections from the solicitation or project shall be furnished by the fund-raising organization or individual, said bond or cash advance guaranteeing payment of the funds solicited or raised to a bonded officer of the Department in the full amount of expected collections, within thirty (30) days of the close of the solicitation or project, provided, however, that the bond shall be discharged or cash advance returned if such fund-raising organization or individual shall make payment within thirty (30) days. If the bond or cash advance cannot be furnished then all collections shall be made by members designated by the Department sponsoring the solicitation or fund-raising project and said funds shall be paid to a bonded officer of the Department who shall hold the funds in his custody pending proper distribution.

Sec. 514--Eligibility to Office. (See Section 514 By-Laws)

Sec. 515--Elected and Appointed Officers; Chairmen and Committees. (See Section 515 By-Laws)

Sec. 516--Nomination, Election, Installation and Term of Office.

The elective Department officers shall be nominated and elected by voice vote or roll call at the annual Department Convention. Any nominee may have the opportunity to decline nomination for the office to which he has been nominated before nominations are closed. A member making a nomination for an absentee for any office shall have presented to the Adjutant in writing, the consent of the member being nominated prior to the opening of nominations. Nominations shall remain open until the presiding officer declares nominations closed and the Convention is ready to vote. A majority of all votes cast shall be necessary for a declaration of election. Should there be no election on the first roll call, the name of the nominee receiving the lowest number of votes shall be dropped and so on in successive roll calls until an election is made. Officers shall be installed before adjournment of the Convention. The installation shall be conducted by a member in good standing who holds or has held an office equal to or higher than Department Commander. The Department Commander-elect shall select the installing officer. An officer who may be absent for good and sufficient reason or cause shall be installed at any succeeding regular or special meeting of a unit of the organization, within sixty (60) days of the date of installation. If not then installed, the office will automatically become vacant.

Sec. 517--Officers and Chairmen, Duties and Obligations.

(a) Officers.

(1) Duty of Commander. Among the duties of a Department Commander, he shall:

- a. Preside at all meetings of the Department Convention and Council of Administration, conducting such conventions and meetings in accordance with Article X of the By-Laws and Manual of Procedure and other applicable parliamentary procedures.
- b. Enforce strict observance of the laws and usages of this organization, including Department By-Laws and the Congressional Charter, National By-Laws, Ritual and Manual of Procedure and all lawful orders from proper authorities.
- c. Insist that Department business and activities are conducted in such a manner that they do not violate any applicable governmental law, ordinance or regulation nor bring or tend to bring opprobrium or embarrassment on the Department, its members or the Veterans of Foreign Wars of the United States.
- d. Decide all questions of law and usage in the Department, subject to an appeal pursuant to these By-Laws.
- e. Immediately after entering upon his office, appoint an Adjutant, Chief of Staff, Inspector and Service Officer, and all other officers, committee chairmen and committees not otherwise provided for.
- f. Approve all expenditure vouchers for Department funds drawn upon the Quartermaster, before the same shall be paid, and countersign all checks for the disbursement of Department funds, unless otherwise provided by the Department Council of Administration.
- g. Assure that the office of Department Quartermaster is bonded according to Section 703 of these By-Laws, such bond to be approved by the Department Council of Administration.

- h. Assure that all dues and other monies due the National Headquarters and received by the Department are forwarded promptly, together with accurate reports or returns pertaining thereto.
 - i. Assure that all reports are correctly prepared and promptly forwarded and that all the business of the Department is handled with dispatch.
 - j. Assure that eligible veterans are encouraged to join and maintain membership. He may order a review of applications for membership to assure that eligibility has been properly determined.
 - k. Enforce Department and National Convention mandates and perform all other duties required of him by the Department Convention, Department By-Laws, Department Council of Administration, the National Convention and the National By-Laws, Ritual and Manual of Procedure and the laws and usages of the organization or orders from proper authority.
- I. In the event that the Department Quartermaster is, in the opinion of the Department Commander, incapacitated by reason of physical or mental impairment in a manner that prevents him from performing his usual duties, the Department Commander, with the approval of the Department Council of Administration by two-thirds vote, may appoint a Department Quartermaster Pro Tempore. The Department Quartermaster Pro Tempore shall perform all duties of the Department Quartermaster until such time as, in the opinion of the Department Commander and with the concurrence of the Council of Administration, acting by a two-thirds vote, the Department Quartermaster is able to fully perform his usual duties. The Department Council of Administration shall, acting by two-thirds vote, decide the manner in which the salaries of the incapacitated Department Quartermaster and Department Quartermaster Pro Tempore will be administered. Failure without just cause to perform these duties may result in removal from office.
- (2) Duty of Senior Vice Commander. The Department Senior Vice-Commander shall assist the Commander in preserving order, preside in the absence of the Commander, provide such advice and assistance as may be required and perform such other duties as are usually incident to such office or may from time to time be required by the laws and usages of the organization or lawful orders from proper authority.
- (3) Duty of Junior Vice Commander. The Department Junior Vice-Commander shall assist the Commander in preserving order, preside in the absence of the Commander and Senior Vice-Commander, provide such advice and assistance as may be required and perform such other duties as are usually incident to such office or may from time to time be required of him by the laws and usages of the organization or lawful orders from proper authority.
- (4) Duty of Quartermaster. Among the duties of a Department Quartermaster, he shall:

a. Receipt and Custody of Funds and Other Property. Receive and properly account for all monies due and payable to the Department or National Headquarters, as the by-laws provide, and give an official written receipt, on forms prescribed by National Headquarters, for all monies, other than checks, received by him. He shall be the official accountable officer of the Department and the Treasurer of all Committees of the Department handling funds and in his care shall be placed all securities, funds and accountable property of the Department.

b. Disbursement of Funds. Expend Department funds only upon proper expenditure vouchers, which must be numbered in sequence, designate clearly to whom payment is to be made, itemized in detail the purpose of the expenditure, be approved by the Department Commander and within the approved budget allowance.

c. Checks Countersigned. All checks for the expenditure of Department funds shall be numbered in sequence, the number of each check to correspond with the voucher number authorizing the same, and in addition to the signature of the Quartermaster, shall be countersigned by the Department Commander, unless otherwise provided by the Department Council of Administration.

d. Bond. Give good and sufficient security, in accordance with Section 703 and in an amount to be approved by the Council of Administration, for the faithful discharge of his duties, the cost of which shall be paid from Department funds.

e. Reports and Remittances--Dues.

1. To the extent required, forward membership transmittal record forms to the Posts within the Department for the reporting of members in good standing and dues payments.

2. Upon receipt of transmittal forms and dues payments, properly audit same and observe that the necessary and correct data is shown thereon.

3. In every instance, credit the correct amount of National dues to the National dues fund and any and all discrepancies in the total remittance must be carried in the Department's general fund.

4. Place National dues and all of the monies belonging to National Headquarters, as received by the Department Quartermaster, in a separate fund in no instance to be expended or used for any other purpose than its proper remittance to the Quartermaster General.

5. On or before the fifteenth day and the last day of each month, prepare the consolidated report covering in detail all membership reports, transmittal forms and dues payments as received by him during the respective periods as stated above, and forward the same, together with the proper remittance, to the Quartermaster General.

f. Reports--Financial.

1. Immediately following the close of each quarter of the Department fiscal year, prepare in detail a statement of all monies received and expended during said quarter or, at his option, during that portion of the fiscal year completed at the close of the quarter, together with cash balances at the beginning and end of the period covered by the report, statement of funds, cash and bank balances and such other information as shall be required by the Department Commander or the Commander-in-Chief.

2. Immediately following the close of the fiscal year, prepare a final statement of all monies received and expended during the year, together with a statement as to the financial worth of the Department.

3. Copies of such reports shall be forwarded to all members of the Department Council of Administration

g. Reports--Annual and Miscellaneous.

1. Prepare preceding the Department Convention a complete financial report in detail, covering that portion of the fiscal year which was completed as of the last day of the month preceding that in which the Convention is held.

2. Prepare for the Department Convention a membership report, a list of Posts in good standing and the number of delegates to which each Post is entitled, and such other reports as the Department Commander, Council of Administration or Department Convention may direct.

h. Dues Reserve. Set up and maintain a dues reserve fund to which shall be credited not less than fifty percent of all current years dues received prior to July 1, including life membership per capita taxes received from the national organization on account of life members. He shall not disburse nor shall an obligation be incurred against this fund until after July 1, at which time all monies to the credit of the fund shall be transferred to the Department's general fund for expenditure in accordance with the approved Department budget.

i. Records and Files. Maintain in an efficient manner and in detail, such records and files as are prescribed by National Headquarters in the Department uniform system of records and accounts and such other records and files as he may be required to maintain. He shall acquire and maintain an accurate roster of the membership in his Department.

j. Budget--Annual. Prepare a tentative budget for the financial operations for the ensuing year. Said budget must be in general conformance with forms provided by National Headquarters and shall set forth all estimated receipts and anticipated expenditures. The Budget shall be in balance. Restricted funds shall be budgeted separately in every instance. The tentative budget must be submitted to the Department Council of Administration for consideration at its first meeting following the Department Convention or at such times as may be specified in Department By-Laws. Final action must be taken on the adoption of the budget at said meeting and when adopted it shall be the expenditure guide for the Department.

- k. Transfer of Records and Funds. He shall transfer to his successor in office, without delay, all books, records, papers, monies, securities and other property of the Department in his possession or under his control.
- l. Compensation. Receive, as compensation for his services, such sum as the Council of Administration may, from time to time, determine.
- m. Comply with and perform all other duties required of him by the laws and usages of this organization, the Department Convention, Department By-Laws, Department Commander and Department Council of Administration, the National Convention and the National By-Laws, Ritual and Manual of Procedure and lawful orders from proper authority and perform such other duties as may be incident to the office.
- (5) Duty of Adjutant. Among the duties of the Department Adjutant, he shall:
- a. Correspondence. Be the official corresponding officer for the Department. He shall attest to all official communications and reports with his signature and the seal of the Department.
 - b. General Orders and Memoranda. By order and direction of the Department Commander, Council of Administration or Department Convention, issue all general orders and memoranda and forward same as directed.
 - c. Records. Maintain, on forms prescribed by National Headquarters, a roster of all Department officers and committees; a roster of all District officers and County Council officers, meeting times and places, county or counties and Posts comprising each District and Council; a roster of all Posts, Commanders, Adjutants, Quartermasters, meeting times and places, and membership data as taken from the triplicate copy of the consolidated dues reports or other information forwarded him by the Department Quartermaster.
 - d. Files. Maintain complete files for the following:
 1. National General Orders.
 2. National Memoranda.
 3. Department General Orders.
 4. Department Memoranda.
 5. Triplicate copies of consolidated dues reports.
 6. Budgets.
 7. Correspondence.
 8. Copies of the Proof of Eligibility submitted by officers pursuant to Section 515(d).
 - e. Minutes. Assure that a complete record is made of the minutes of all meetings of the Department Council of Administration and Department Convention and preserve and distribute copies of same as directed. He shall call the roll or, under his supervision, cause the same to be called at all official meetings and shall read to the body assembled, or cause to be read under his supervision, all official

- communications, resolutions, or other information pertinent to the meeting and consistent with the records of his office.
- f. Reports. As directed by the Department Commander, Council of Administration or Department Convention, compile and render such reports and data as is consistent with the general duties of his office, insofar as his records will permit.
- g. Transfer of Records. Transfer without delay to his successor in office all books, papers, records, monies and other property of the Department in his possession or under his control.
- h. Compensation. Receive as compensation for his services such sum as the Council of Administration may, from time to time, determine.
- i. Comply with, and perform all other duties required of him by the Department Convention, Department By-Laws, Department Commander, Department Council of Administration, National Convention and the National By-Laws, Ritual and Manual of Procedure, the laws and usages of the organization and lawful orders from proper authority and perform such other duties as may be incident to his office.
- j. In the event that the Department Commander is incapacitated by reason of physical or mental impairment in a manner that prevents him from performing his usual duties, the Department Adjutant shall certify such condition to the Department Council of Administration, and, upon a two-thirds vote of the Council of Administration confirming such condition, the Department Senior Vice Commander shall temporarily assume the duties of the Department Commander. The Department Adjutant, when the Department Commander has recovered and is physically and mentally able to perform his duties, shall certify same to the Department Council of Administration and, acting by two-thirds vote, the Department Council of Administration may declare the Commander able to fully perform his usual duties.
- (6) Duty of Chaplain. The Department Chaplain shall, during the annual Department Convention, see that fitting tribute is paid to our departed comrades and shall assist District, County Council and Post Chaplains by initiating appropriate programs for the observance of Memorial Day. He shall perform such other duties as may be usually incident to his office or as may from time to time be required of him by the laws and usages of the organization or lawful orders from proper authority.
- (7) Duty of Judge Advocate. The Department Judge Advocate shall give the Department Commander, Council of Administration and Department Convention such legal assistance, incident to his office, as they may request, and perform such other duties as may from time to time be required by the laws and usages of the organization or lawful orders from proper authority.
- (8) Duty of Chief of Staff. The Department Chief of Staff shall, under the supervision of the Department Commander, perform the duties incident to his office as the Department Commander or Department Council of Administration may require and such other duties

as may be from time to time required of him by the laws and usages of this organization or orders from proper authority.

(9) Duty of Inspector. The Department Inspector shall supervise the work of instruction and inspection in the Department.

a. Inspections. The Department Inspector shall require that each District, County Council and Post be inspected at least once during the Inspector's term in office. The requirements of such inspection are:

1. That the books and records be inspected.
2. That the National, Department, District, County Council and Post By-Laws be enforced.
3. That the opening and closing of meetings, the order of business and rules of order be followed and the initiation of recruits and other ceremonies be conducted as prescribed by the By-Laws, Manual of Procedure and Ritual.
4. A report on the decorum of meetings.
5. Submission of a detailed report concerning the Post, County Council or District finances, records and property at the time of the inspection. The Inspector shall make a detailed written report of each inspection to the Adjutant General, the Department Commander and Post Commander in which he shall set forth any constructive criticism and recommendations. The Inspector shall report to the Department Commander every instance in which a Post Commander or other Post officer refuses to comply with any applicable By-Law, the Manual of Procedure or Ritual or any lawful order of proper authority after the information concerning same is brought to the attention of such Post officers.

b. Assistant and Deputy Inspectors. The Department Commander shall appoint, at least one (1) Deputy Inspector for each District in the Department. In Districts where more than one (1) Deputy Inspector is appointed, the Department Commander may appoint an Assistant Inspector to supervise the work of the Deputy Inspectors.

c. The Inspector shall perform such other duties as may be incident to the office or may be from time to time required by the laws and usages of the organization or on lawful orders of proper authority.

(10) Duty of Surgeon. The Department Surgeon shall perform the duties properly pertaining to his office. The Department Surgeon shall assist Post Surgeons, in an advisory capacity, and promote statewide health programs. He shall perform such other duties as may be incident to his office or as may from time to time be required by the laws and usages of this organization or lawful orders from proper authority.

(11) Duty of Service Officer. The Department Service Officer shall assist the members of the Department, their widows and orphans and other worthy cases in obtaining rightful benefits from the federal or state governments. His work shall be performed in accordance with policies established by the National Veterans Service Committee. He shall perform such other duties as are incident to his office or may be from time to time required by the laws and usages of this organization or as may be directed by proper authority.

(12) Duties of Other Officers. Other officers appointed by the Department Commander under the authority of Section 515, National By-Laws, shall perform the duties incident to their respective offices, or as the Department Commander may direct.

Sec. 518

Sec. 519--Vacancies and Removal of Elective Officers.

In the event of a vacancy in the Office of Department Commander, the Senior Vice-Commander shall at once succeed to the title and duties of the office, and the Junior Vice-Commander shall become the Senior Vice Commander. In the event of a vacancy in the office of Senior Vice Commander, the Junior Vice Commander shall at once succeed to the title and duties of that office. All other vacancies occurring in the elective offices, including the office of Junior Vice Commander, of the Department shall be filled by the Department Council of Administration in the following manner:

1. In the event that a stated meeting is scheduled within thirty (30) days of the date the office is vacated, an election will be held to fill such office at that stated meeting. In the event that no stated meeting is scheduled within thirty (30) days of the date the office is vacated, the Department Commander may call a special meeting of the Department Council of Administration pursuant to Section 521. Election to office at either a stated or special meeting shall be by majority vote of all votes cast. If there be no election on the first ballot, the name of the candidate receiving the lowest number of votes shall be dropped and so on in successive ballots until an election is made.

2. In lieu of calling a special meeting, the Department Commander may notify all members of the Council that the vacancy exists and names of nominees are being accepted. Fifteen (15) days thereafter the Department Commander shall advise the Council of the names of comrades presented for the same. Members of the Council may vote to fill such vacancy by using sealed envelopes marked "Ballot", enclosed in an envelope and forwarded to the Department Adjutant. These ballots shall be opened at a time specified by the Commander by tellers appointed by him in the presence of such Department officers as the Department Commander may designate. The comrade receiving the highest number of votes shall be declared duly elected to the office designated.

Sec. 520--Voting. (See Section 520 By-Laws)

Sec. 521--Council of Administration--Composition--Powers and Duties.

Time and Place of Stated and Special Meetings: Stated meetings of the Department Council of Administration shall be held at such times and places as the Department By-Laws may provide, or as may be provided by majority vote of the Council. Special meetings shall be called at such times and places as may be decided by the Department Commander, except in case of a special meeting ordered by a majority request of the Council of Administration, which shall be held at such time and place as may be determined by those requesting the meeting.

(End of Article V)

ARTICLE VI--NATIONAL CONVENTION

Sec. 601--Supreme Governing Body; Composition. (See Section 601 By-Laws)

Sec. 602

Sec. 603--Convention; Quorum; Authorized Attendees. (See Section 603 By-Laws)

Sec. 604

Sec. 605--National Dues.

Effective January 1, 2002, \$6.50 of the National dues will be distributed as set forth in Section 605 of the National By-Laws. The additional \$2.00 will be distributed as follows: \$1.00 to be set aside into an Endowment Fund for Veterans Service Officer Training, and \$1.00 to be set aside into the Veterans Service Grant Fund for Department Veterans Service Grants.

Sec. 606--Solicitation of Funds. (See Section 606 By-Laws)

Sec. 607--Eligibility to Office. (See Section 607 By-Laws)

Sec. 608--Officers, Elected and Appointed. (See Section 608 By-Laws)

Sec. 609--Nomination, Election, Installation and Term of Office.

The National officers, with the exception of Regional National Council of Administration members, shall be nominated and elected annually at the National Convention. In voting for officers, a majority of all votes cast shall be necessary to a choice. Should there be no election on the first vote, the name of the comrade receiving the lowest number of votes shall be dropped, and so on in successive votes until an election is made. Officers elected shall be installed before the adjournment of the convention and shall assume their duties immediately upon the close of the convention. An officer who may be absent for good and sufficient reason or cause shall be installed at any succeeding regular or special meeting of a unit of the organization, within sixty (60) days of the date of installation. If not then installed, the office will automatically become vacant.

Sec. 610--Officers--Powers and Duties. (See Section 610 By-Laws)

Sec. 611

Sec. 612--Vacancies and Inactive Officers.

In the event of a vacancy in the office of Commander-in-Chief, the Senior Vice-Commander-in-Chief shall at once succeed to the title and duties of the office, and the Junior Vice-Commander-in-Chief shall become the Senior Vice-Commander-in-Chief. In the event of a vacancy in the office of Senior Vice Commander-in-Chief, the Junior Vice-Commander-in-Chief shall at once succeed to the title and duties of that office. In the event of a vacancy in the office of District representative on the Council of Administration, the Department Council of Administration from which the Council member was a member, shall fill the vacancy for the unexpired term. All other vacancies occurring in the elective offices of the National Convention shall be filled by the National Council of Administration in the following manner:

The Commander-in-Chief shall duly notify all members of the Council that the vacancy exists and fifteen (15) days thereafter shall advise them of the names of comrades presented for the same. Members of the Council may vote to fill such vacancy by using sealed

envelopes marked "ballot," enclosed in an envelope, and forwarded direct to the Adjutant General. These ballots shall be opened at a time specified by the Commander-in-Chief by tellers appointed by him in the presence of such officers of the National Convention as the Commander-in-Chief may designate. The comrade receiving the highest number of votes shall be declared duly elected to the office designated.

Sec. 613--Voting.

Each member, except delegates elected by the Posts, present at a meeting of the National Convention shall be entitled to one (1) vote and an individual possessing more than one qualification for membership in the National Convention shall have no more than one (1) vote. The delegate or delegates of a Post present at a meeting of the National Convention shall be entitled to vote the full delegate strength to which the Post is entitled. The Department Commander shall be vested and directed to cast the entire voting strength of his Department subject to the will of the delegation present. A roll call vote may be required and entered upon the record at the call of any ten (10) delegates representing Posts in ten (10) separate Departments. Procedure not outlined herein shall be according to rules of procedure adopted by the National Convention or according to Demeter's Manual of Parliamentary Law and Procedure.

Sec. 614--National Headquarters. (See Section 614 By-Laws)

Sec. 615--National Committees. (See Section 615 By-Laws)

Sec. 616

Sec. 617--Regional National Council of Administration Members--How Elected. (See Section 617 By-Laws)

Sec. 618--National Council of Administration--Composition, Powers and Duties. (See Section 618 By-Laws)
(End of Article VI)

ARTICLE VII--MISCELLANEOUS PROVISIONS

Sec. 701--Ritual, Distribution. (See Section 701 By-Laws)

Sec. 702--Politics. (See Section 702 By-Laws)

Sec. 703--Bonds. (See Section 703 By-Laws)

Sec. 704--Relief Fund.

The Quartermaster of the Post shall be the custodian of the relief fund and shall expend monies therefrom, as directed by the Post, for the following purposes only.

- (a) Aid, assistance, relief, and comfort of needy or disabled veterans or members of the Armed Forces and their dependents, and the widows and orphans of deceased veterans.

(b) Maintenance and expansion of the VFW National Home for Children and other facilities devoted exclusively to the benefit and welfare of the dependents, widows, and orphans of disabled, needy or deceased veterans or members of the Armed Forces.

(c) Necessary expenses in providing entertainment, care, and assistance to hospitalized veterans or members of the Armed Forces.

(d) Veterans rehabilitation, welfare, and service work.

(e) To perpetuate the memory of deceased veterans and members of the Armed Forces, and to comfort their survivors.

(f) To foster true patriotism through historical and educational programs. Relief funds may be invested in approved securities but shall not be loaned to the Post or other units, or transferred from the relief fund in any manner or under any guise, except that relief funds may be transferred to the general fund for remission of dues of sick, needy or disabled members.

Sec. 705--Official Publication. (See Section 705 By-Laws)

Sec. 706--National Home for Children Funds.

The solicitation of funds outside the membership of the Veterans of Foreign Wars of the United States and its Auxiliaries, where the proceeds or part of the proceeds so solicited and so collected are advertised for the benefit of the VFW National Home for Children, shall be subject to the following rules and regulations:

All units of the Veterans of Foreign Wars or the Auxiliary before soliciting funds outside the membership of the VFW and the Auxiliaries where the proceeds or part of the proceeds so solicited and so collected are advertised for the benefit of the VFW National Home for Children shall first have the consent and approval of the next higher authority to that unit; namely, either the National Convention, the National Council of Administration, Department Convention, Department Council of Administration, or District and County Councils. Such approval shall be given only after the unit proposing the solicitation shall have filed with the next higher authority an application setting forth in detail all contracts, literature and advertising matter pertaining to the proposed solicitation. The unit whose approval is asked is hereby given the power to demand any and all information it may deem necessary to determine the propriety of the undertaking and the percentage of net profit which shall accrue to the VFW National Home for Children. Should the higher authority approve the project the permission granted shall be made a matter of record and a copy of the data filed with the application shall be forwarded to the Secretary of the National Home for Children for his files. In case an application is refused, the applying unit shall have the right of appeal to the Commander-in-Chief and the National Council of Administration, after the filing of copies of the application and data, together with the action thereon, with the Adjutant General. In no case shall any permission for solicitation in the name of the VFW National Home for Children be granted where it is found that less than fifty percent of the net proceeds accrue to the Home.

Sec. 707--Name in Newspapers and Periodicals.

Requests for permission to use the name "Veterans of Foreign Wars of the United States" or any colorable imitation thereof on behalf of any Post, County Council or District shall be made in writing to the Department Commander, describing the newspaper, periodical or magazine, its circulation and the intended use of the name. If the Department Commander has no objection, he shall so advise the Commander-in-Chief and request that permission be granted. Requests for permission to use the name on behalf of a Department shall be made in writing directly to the Commander-in-Chief. In either case, the Commander-in-Chief, or his designee, shall advise the Department Commander in writing if permission is granted. The Department shall maintain a record of all units in the Department granted such permission and shall advise units that permission has been granted. With respect to units heretofore granted permission, each Department will advise the Commander-in-Chief in writing of each such unit.

Sec. 708--Incorporation of Units--Permission to Incorporate.

When Approval Is To Be Given: The Commander-in-Chief shall give his approval to Articles of Incorporation for subordinate units only when the Articles include the following provisions:

(1) "The active and voting membership of this corporation shall at all times consist of and be confined to the active membership in good standing in Post No Veterans of Foreign Wars of the United States, with eligibility to, acquiring of, suspension from and discontinuance of membership being in accordance with the National Charter and By-Laws of the Veterans of Foreign Wars of the United States."

(2) "This incorporated subordinate unit of the Veterans of Foreign Wars shall, at all times, remain under the jurisdiction of and be governed according to the Congressional Charter and By-Laws of the Veterans of Foreign Wars of the United States. In the event that any provision of this Certificate of Incorporation conflicts with the National Charter and By-Laws of the Veterans of Foreign Wars of the United States, such conflicting provisions shall be deemed null and void, and the National Charter and By-Laws shall, at all times, govern."

(3) "In the event of a dissolution of this corporation all of the assets shall be the property of Post No. Veterans of Foreign Wars of the United States; and in the event of the simultaneous dissolution of this corporation and of the forfeiture of the charter issued by the Veterans of Foreign Wars of the United States to said subordinate unit then, and in that event, title to all of the assets of this corporation shall pass to the Veterans of Foreign Wars of the United States to be disposed of in accordance with the National By-Laws, rules and regulations of the said Veterans of Foreign Wars of the United States. At no time shall the assets of the corporation be distributed among the individual members thereof."

To the extent the Articles of Incorporation of incorporated units provide that title to property shall pass to the Veterans of Foreign Wars of the United States in the event of simultaneous dissolution of the corporation and forfeiture of the charter, the disposition of such property will be made in accordance with Sections 210, 309, 408 and 508 of the National By-Laws.

Sec. 709--Control of Units.

Veterans of Foreign Wars of the United States is a federally chartered membership corporation created by Act of Congress. In accordance with that legislation, Veterans of Foreign Wars of the United States has issued charters to the Ladies Auxiliary, Departments and other units, including Posts. Pursuant to their charters, those units are bound to pursue the purposes set forth in the Congressional Charter and abide by the Charter, By-Laws, Manual of Procedure and the laws

and usages of the Veterans of Foreign Wars of the United States. However, each organization is a separate unincorporated association or corporation under the laws of the jurisdiction in which each is located. The Veterans of Foreign Wars of the United States does not own an interest in any clubroom, canteen, facility or any fund-raising activity operated by any such chartered unit, nor are clubrooms, canteens, facilities or other fund-raising activities operated for or on behalf of the Veterans of Foreign Wars of the United States. Veterans of Foreign Wars of the United States does not derive any profit from such facilities or activities. Clubrooms, canteens, facilities and other fund-raising activities of chartered units are carried on by such units in furtherance of the fraternal, patriotic, historical and educational purposes set forth by Congress. Veterans of Foreign Wars of the United States does not lend money or extend credit to any chartered unit. It is in no manner responsible for the debts or any other liability incurred by any chartered unit or any clubroom, canteen, facility or other fund-raising activity operated by it. As unincorporated associations or corporations, they are responsible for their own debts and liabilities. To the extent that Veterans of Foreign Wars of the United States is threatened with or sustains damage arising from a debt or liability incurred by a chartered unit, the Veterans of Foreign Wars of the United States may seek to recover such damages and any costs and expenses incurred from such chartered unit or persons responsible for such debt or liability.

Sec. 710--Inspection.

The Commander-in-Chief or any Department Commander may require, within his respective jurisdiction, the inspection of any Department, District, County Council or Post, or any holding company or corporation subordinate thereto, whenever he may believe the best interest of the organization will be served. For this purpose he may detail any member within his respective jurisdiction whose duties shall be prescribed by the appointing power. All books, papers, accounts, records and proceedings pertaining to the Veterans of Foreign Wars of the United States shall be subject to inspection at all times. Assistant Inspectors General and Deputy Inspectors General shall be appointed by the Commander-in-Chief.

Sec. 711--Buddy Poppy.

The Buddy Poppy is owned and trade-marked by the National Organization of the Veterans of Foreign Wars of the United States and exclusive right to manufacture said Buddy Poppy is reserved by the National Organization. No Department, District, County Council or Post is permitted to manufacture or have manufactured said Buddy Poppy except by a written permission of the Commander-in-Chief or National Council of Administration. Distribution of the Buddy Poppy shall be made exclusively for units of the Veterans of Foreign Wars of the United States and of the Ladies Auxiliary. Other not for profit organizations, exempt from taxes under Section 501(a) of the Internal Revenue Code, may assist in such distribution provided there shall be no division of the proceeds. A donation to such not for profit organization for assistance may be paid from the General Fund of the Post. No subordinate unit of the Veterans of Foreign Wars of the United States shall be permitted to conduct or sponsor the distribution of any flower, artificial flower, emblem or tag as a substitute for or in competition with the distribution of VFW Buddy Poppies without having first made application in writing, through channels, to the Commander-in-Chief and having received his approval in writing setting forth the conditions under which permission is granted.

Sec. 712--National Honor Guard.

Name and Control. The National Honor Guard, Veterans of Foreign Wars of the United States, shall be governed by and under the control of the National Convention of this organization and under the control of the Council of Administration and Commander-in-Chief.

Eligibility. Only active members of the Veterans of Foreign Wars of the United States shall be eligible for membership in the National Honor Guard of the Veterans of Foreign Wars of the United States, but such membership shall be continued and conditioned only upon retaining active membership in the Veterans of Foreign Wars of the United States.

By-Laws. For the purpose of government and for ceremonial purposes the National Honor Guard may adopt such by-laws and amendments thereto as are necessary for its proper government, not conflicting or inconsistent with the By-Laws, Rules and Regulations or the Congressional Charter of the Veterans of Foreign Wars of the United States which shall become effective upon review by the Commander-in-Chief of the Veterans of Foreign Wars of the United States.

Inspection. The National Honor Guard, Veterans of Foreign Wars of the United States, shall be subject to inspection by the Commander-in-Chief or such officer or officers as he may designate for such duty as occasion arises.

Sec. 713--Language Prescribed.

All Posts of the Veterans of Foreign Wars of the United States shall conduct their meetings in no other language than the English language.

Sec. 714--Control of Mailing Lists.

Nothing in this section shall be construed as prohibiting the National Organization or any Unit from soliciting its membership in a legitimate fund-raising enterprise in which it is financially interested; provided, however, that such enterprise has been approved by vote of members or delegates present at a regular or special meeting called for that purpose. Mailing lists provided by the National Headquarters of the Veterans of Foreign Wars of the United States for the use of subordinate units in contacting their own members shall remain under the control of the Commander-in-Chief and shall be used only for such purposes as he may authorize.

Sec. 715--Rebate on Sales.

The National supply department shall keep a record of all orders from each Department. Within a period of thirty days following the close of each fiscal year a rebate of ten percent (10%) of the net profits from each Department shall be forwarded by the Quartermaster General to the Quartermaster of said Department.

Sec. 716--Title of Department Officers.

In those Departments which are located within states of the United States, the officers and committee members of such Departments shall have their office or title designated as State rather than Department.

Sec. 717

Sec. 718

(End of Article VII)

ARTICLE VIII--UNIFORMS, BADGES, ETC.

Sec. 801--Adoption of Seals, Emblems, Badges and Insignia. (See Section 801 By-Laws)

Sec. 802--Colors of Units. (See Section 802 By-Laws)

Sec. 803--Manufacture and Use of Seals, Emblems, Badges, Insignia and Uniforms.

Authority to Manufacture. The seals, emblems, badges and insignia of the Veterans of Foreign Wars of the United States, or goods bearing same, shall be manufactured only on order of or with the express written consent of the Commander-in-Chief, Quartermaster General, or with the express written consent of the National Convention or the National Council of Administration. No subordinate unit, member or person shall engage, by contract or otherwise, for the manufacture of such seals, badges, emblems or insignia, or goods bearing same, unless it or he shall have first obtained written consent for doing so from the Commander-in-Chief, Quartermaster General, the National Convention or the National Council of Administration.

Official Uniform. The official uniform for members of the Veterans of Foreign Wars of the United States shall be the navy blue blazer with embroidered emblem pocket patch and gray trousers worn with white shirt and official dress tie as currently, or hereinafter, available from the Emblem and Supply Department.

Shirt. A white shirt (short or long sleeve) as part of the official uniform, may have insignia and/or patches available from the Emblem and Supply Department, attached as follows:

Embroidered emblem pocket/shoulder patch may be placed, centered on the left sleeve, one-half of one inch to one inch (1/2" - 1"), down from the shoulder seam.

American flag patches may be placed on either both sleeves, or the right sleeve, centered on the sleeve(s) one-half of one inch to one inch (1/2"-1") down from the shoulder seam.

Collar pins, VFW and unit number, may be placed as follows: VFW pin(s) on left or on both collar tabs so that the bottom is parallel to the ground one-half of one inch to one inch (1/2"-1") above the tip; the Unit Number Pin, if used, on the right collar tab so that the bottom is parallel to the ground, one-half of one inch to one inch (1/2"-1") above the tip.

Cap. A cap of the overseas type, lettered with VFW initials, Post numerals, state, rank of office (when applicable), and bearing the Cross of Malta emblem, shall be the regulation cap to be worn with or without the uniform. The color shall be green, shade 51. Lettering on each cap shall be in gold.

Organizational echelons will be designated by the color of the braid (piping) and letters on the caps as follows:

Post officers, members and Past Post Commanders--gold braid;

County Council officers and Past County Council Commanders--bright blue braid;

District officers, except District Commanders and Past District Commanders--bright green braid;
Department officers and Past Department officers, Conference officers and Past Conference officers, and District Commanders and Past District Commanders--bright red braid;
National officers and Past Commanders-in-Chief--silver braid.
The National Council of Administration may designate other colors or color combinations of the cap, braid and lettering to be worn on the caps of All American and All State honorees, life members and aides-de-camp. Past Commanders-in-Chief and National Officers with a Council vote, other than National District Council Members, may wear white caps with gold lettering and braid.
Only regulation caps shall be worn at meetings.

Optional Uniforms and Headgear. Optional headgear available from Emblem and Supply for wear on unofficial and informal occasions such as recreational activities, athletic events and similar occasions may be worn. In no event shall such headgear be worn at meetings or conventions or on other official occasions. Subject to the approval of the sponsoring units, color guards, drill teams and similar units may adopt optional uniforms and campaign hats, berets, helmets or other headgear for wear at parades, assemblies and similar events and at official functions in the performance of duties. Headgear shall be uniform for all members of the unit. Such headgear shall not be worn at meetings or conventions unless in the performance of official duties. That if organizational emblems are worn on VFW Color Guard Headgear, one of them must be the Cross of Malta.

Badge. The membership badge of the Veterans of Foreign Wars of the United States shall be a ribbon one and one-half inches in width, the center stripe of which shall be of gold color and one-eighth of an inch wide, flanked on each side by a stripe of red, white and blue. Pendant by a link and ring from said ribbon shall be a medal not more than one and one-half inches wide upon which shall be imposed the Great Seal.

Insignia of Office. The bar designating official positions in the organization may be worn by all National, Department, District, County Council or Post Officers. The official bar shall consist of a miniature strap approximately one-half inch by one and one-half inches, with border of gold or gilt. The field shall be of blue upon which shall appear the title of the office. Said bar may be worn either over the left breast or on official uniform cap. When worn over the breast it shall be at the top of the official badge. When the bar is worn on cap, it shall be without badge and it shall be placed horizontally, approximately five-eighths of an inch above the bottom edge and in the space between the front crease of the cap and the name of the state. No shoulder straps or other badge shall be worn to designate official positions.

Grave Markers. The official grave marker of the Veterans of Foreign Wars of the United States shall be the same design as the Great Seal of the Order and shall be manufactured only under authority granted by the National Council of Administration in such size and of such materials as the National Council of Administration shall from time to time determine.

(End of Article VIII)

ARTICLE IX--DISCIPLINE

Sec. 901--Discipline of Members.

It is the purpose of this Article to provide a procedure whereby a member may be appropriately disciplined while assuring that such member is given reasonable notice of the charges against him and afforded an opportunity to request that such charges be heard and determined at a Disciplinary Hearing. Except as otherwise provided in the Congressional Charter, the By-Laws [for instance Sections 108 and Sections 216 and 220 and corresponding sections of other Articles] and this Manual of Procedure, no member may have his membership terminated or suspended nor may any member be relieved of any office unless such discipline is imposed as provided in Article IX. This Article does not apply to action taken by a Post, County Council, District or Department to bar or suspend members from participating in activities or use of Clubrooms sponsored or conducted by such Post, County Council, District or Department. Action to bar or suspend members from participating in activities or using clubrooms are subject to regulation by such Post, County Council, District or Department.

Sec. 902--Offenses.

The recognized offenses shall be as provided in Section 902 of the By-Laws.

Sec. 903--Procedure for Disciplinary Actions.

(a) Who May Initiate Disciplinary Action. The By-Laws identify who may initiate Disciplinary Action and the manner in which Disciplinary Action can be authorized. Prior to the initiation of a Disciplinary Action, a Post or Department or its respective Commander or the Commander-in-Chief, may appoint an individual or committee to investigate alleged offenses and report on the results of such investigation. In the event of allegations that the Commander-in-Chief has committed a recognized offense, the National Council of Administration shall appoint a committee to investigate and report on same to the Council.

(b) How Initiated. The By-Laws specify how Disciplinary Actions are to be initiated.

(c) Charges and Specifications. Initiation of a Disciplinary Action requires delivery to each accused of written Charges and Specifications. Charges and Specifications shall be prepared and delivered in the manner prescribed in the Procedural Guide for Disciplinary Actions adopted and promulgated by the National Council of Administration. A Charge should state the subsection of Section 902 of the By-Laws which has been violated. The Specifications should state the act or acts committed by the accused which are believed to constitute the offense charged. The Charges and Specifications should:

- name the accused;
- advise that a Disciplinary Action has been initiated under Article IX;
- advise the accused of the acts upon which the Disciplinary Action is based;
- advise the member that he may request a hearing.

The Charges and Specifications shall be signed by at least one accuser and shall recite that the accuser has a reasonable belief that the act or acts have been committed. A copy of any Charges and Specifications made and delivered to any member within any Department shall be forwarded to the respective Department Commander.

(d) Request for Disciplinary Hearing. An accused desiring a Disciplinary Hearing must request such a Hearing in writing. Such request shall be addressed to the Commander initiating the Charges and Specifications, shall state specifically that a Hearing is requested and must be made within twenty (20) days of the date the Charges and Specifications were delivered to the accused. The request must be mailed by certified mail.

(e) Procedure- -No Disciplinary Hearing Requested. In the event that no Disciplinary Hearing is requested by the member, further proceedings shall be governed by the provisions of the By-Laws.

(f) Procedure--Hearing Requested. In the event that a Disciplinary Action is initiated, the issuance of a Special Order appointing the Panel, continuances, additional charges, qualification and duties of officers and the record shall be as provided in the Procedural Guide for Disciplinary Actions adopted and promulgated by the National Council of Administration.

(g) Procedure at Hearing. In the event that a Disciplinary Hearing is requested, the procedure for conducting such Hearing shall be as provided in the Procedural Guide for Disciplinary Actions adopted and promulgated by the National Council of Administration.

Sec. 904--Appeal.

Any member against whom Disciplinary Action is taken under this Article shall have the right to appeal such action. The procedure for such appeals shall be as set forth in the Procedural Guide for Disciplinary Actions adopted and promulgated by the National Council of Administration.

Sec. 905--Suspension from Office.

To effect a suspension under Section 905 of the By-Laws, the Commander-in-Chief, or the Department Commander having jurisdiction, shall inform the member in writing at his last known address and shall notify the respective Post, County Council, District or Department of such action.

(End of Article IX)

ARTICLE X--RULES OF ORDER

Sec. 1001--Rules of Order Governing All Meetings.

The following Rules of Order shall govern all meetings. Any procedural matter not provided for by these Rules shall be governed by Demeter's Manual of Parliamentary Law and Procedure. These rules may be altered or amended at any regular session of the body, upon proposition in writing, and by a majority vote of those present and voting. Any alteration or amendment of the rules provided herein shall be in accordance with procedures provided or permitted by Demeter's.

1. All questions shall be presented and determined upon motion. A motion must first be properly presented and seconded, and then stated by the presiding officer, before it can be open to debate or amendment, or any further action upon it.

2. A motion may be withdrawn only under the following circumstances:

- (a) by the mover alone before the question has been completely stated by the presiding officer;
- (b) by the mover and seconder after the presiding officer has stated the question, provided no member of the body objects; and (c) by majority vote of the body after the presiding officer has stated it, regardless of objection. After a motion has been carried, it can be withdrawn only by unanimous consent. A withdrawn motion is not recorded in the minutes.

3. Not more than two amendments can be before the body at one time, but any number of amendments can be successively proposed when there has been a disposition of either or both pending amendments. If two amendments are pending, the secondary amendment is first put, then the primary amendment (as amended, if the secondary amendment prevails), then the main motion (as amended, if the said primary amendment prevails). The amendment is always put first. The main motion must be put regardless of the action taken on the amendments. Except as might otherwise be provided in the body's By-Laws, amendments shall always require a majority vote.

4. When a member rises to speak, he shall rise and address the presiding officer. When two or more members rise to claim the floor at about the same time, the presiding officer assigns the floor to the member who appeared to have risen first and addressed the chair. A member having the floor shall confine his remarks to the question before the body.

5. No member shall speak more than twice on the same question, nor longer than 10 minutes each time. No member shall speak a second time on the same question if any member who has not spoken on that question arises to claim the floor to speak thereon. Nominating speeches shall not exceed 5 minutes each, nor exceed two seconding speeches of two minutes each.

6. No member shall in debate impeach the motives of a fellow member or treat him with disrespect. Members shall avoid personalities and unbecoming speech. A member shall not pass between the speaker and the chair. Any conversation calculated to disturb a member while speaking or hinder the transaction of business, shall be deemed a violation of order, and, if continued, the offending member shall be reprimanded by the presiding officer and may be ordered to retire from the room. Failure to comply with an order to retire may subject a member to disciplinary action for conduct prejudicial to the good order and discipline. When a member is called to order for disorderly conduct or abusive language, if such conduct is not immediately stopped and an apology immediately proffered by said member, disciplinary action may be taken against such member.

7. No member shall be interrupted while speaking except by a call to order which shall be forthwith ruled upon by the presiding officer as being either "well taken" or "not well taken". When a question of order is raised, the interrupted member shall forthwith take his seat until the point of order is decided. No member shall be interrupted while speaking on account of misstatements spoken in debate, but they may be answered, corrected, or explained when the member has finished speaking.

8. On questions of order there shall be no debate, unless an appeal is taken. When such appeal is taken from a decision of the presiding officer, the appeal shall be put to vote thus:

"Shall the decision of the Chair be sustained?" Those in favor of sustaining the decision of the presiding officer will say aye; those opposed will say no. "The ayes have it and the decision is sustained," or "the noes have it and the decision is not sustained," as the case may be. Instead of the above form of the question, the following may be used: "Shall the decision of the Chair stand as the judgment of the body?" etc. A majority vote is required to overrule the decision of the presiding officer.

9. Questions not debatable--

- (a) To fix a time to reconvene
- (b) To adjourn
- (c) To recess
- (d) To raise a question of privilege
- (e) To call for the orders of the day
- (f) To lay on the table
- (g) To call the previous questions
- (h) To limit (or extend) debate
- (i) To take up any particular item of business
- (j) To grant leave to speak
- (k) To grant leave to withdraw a report or resolution
- (l) To excuse from voting
- (m) Questions of order when no appeal has been taken, or where the presiding officer has not invited discussion

10. Except by unanimous consent, no question on which debate has been closed shall be debatable further. A two-thirds (2/3) vote is required to close debate.

11. When there is no further debate, or debate has been closed, the presiding officer shall put the question to vote thus: "Those in favor of the motion will say aye; opposed will say no". He shall then announce the results thus: "The ayes have it and the motion is carried," or "The noes have it and the motion is lost," as the case may be.

12. When the decision of any voice vote is doubted, the presiding officer shall direct the Adjutant to count the vote, which shall be taken by show of hands or by rising vote, and report the result to him. When the decision of any written secret ballot is doubted, the presiding officer shall appoint a committee of two members, one of whom shall be the Adjutant, to recount the ballots and report to him.

13. The ayes and noes shall be taken by roll call only when ordered by a majority vote of the body. The result shall be recorded in the minutes.

14. When a question is before the body, the following motions shall be in order:

Privileged Motions

- 1. To fix a time to reconvene
- 2. To adjourn
- 3. To recess
- 4. To raise a question of privilege
- 5. To call the orders of the day

Subsidiary Motions

1. To lay on the table
2. To call the previous question
3. To limit (or extend) debate
4. To postpone definitely
5. To commit, or refer
6. To amend
7. To postpone indefinitely

These motions take precedence in the order named, that is: the higher the motion shown above, the higher its order of precedence or rank. A motion of higher order or rank can be entertained while a motion of lower order or rank is pending before the body. If more than one of the above motions are pending at the same time with a main question, the motion of the highest order is put to vote first and then successively the next motion of highest rank up to disposition of the main question by the body. Any number of the motions specified above can be pending with the main question, provided each one has been proposed in accordance with its admitting order, or rank, as shown above. All privileged motions and subsidiary motions, 1, 2 and 3 shall be decided without debate.

15. None of the privileged motions, shown above, can be reconsidered except the top motion "to fix a time to reconvene." All of the subsidiary motions can be reconsidered except the motion "to lay on the table."

16. When a main motion or resolution has been defeated, the same or substantially the same question shall not be renewed during the same session, but the vote on the question can be reconsidered once at the session.

17. A main motion can be reconsidered whether it was adopted or defeated. Reconsideration of a motion shall not be in order unless it has been moved by one who voted with the prevailing side. The prevailing side shall be the winning side, whether it be the affirmative or negative. On equal division or tie votes, the negative side is the prevailing side. In the case of a two-thirds (2/3) vote, the negative side is the prevailing side if the two-thirds (2/3) vote loses, and the affirmative is the prevailing side if it wins. A motion to reconsider, once made and not passed - shall not again be in order upon the same question any time. Reconsideration shall always require a majority vote regardless what motion is reconsidered. If reconsideration is defeated, the motion to rescind that question shall be in order any time, provided the question has not been carried out or executed. To rescind requires a two-thirds (2/3) vote, unless previous notice is given in which case a majority vote shall be required at the next session.

18. A motion to adjourn shall be in order, except:

- (a) While a member is speaking
- (b) While a vote is being taken
- (c) When a motion to adjourn was the last preceding motion
- (d) When the privileged motion "to fix a time to reconvene" is the immediate pending motion, a simple motion "to adjourn" shall be neither debatable nor amendable, but when qualified by the addition of other words, such as "to adjourn a half-hour from now," or "to adjourn subject to the call of the Chair," it becomes both debatable and amendable and is subject to all privileged and subsidiary motions outlined in paragraphs 14 and 15.

19. An appeal is debatable and the presiding officer is entitled to debate it without being required to surrender the Chair. However, appeals are not debatable when they relate to:
- (a) indecorum--as when a member is deprived of the floor by the presiding officer for disorderly conduct; abusive language, or because of impugning the motives of members of the assembly, or otherwise indulging in personalities;
 - (b) transgression of the rules of debate--as when a member is denied the floor because he has already spoken twice on the question, or because he has exceeded his 10 minute debate when he had the floor or for failure to confine oneself to the pending question, and
 - (c) when the immediately pending motion is not debatable or debate has been voted closed.
20. The presiding officer may speak to points of order in preference to other members rising for that purpose. The presiding officer shall announce all votes and decisions and shall decide all questions of order, subject to an appeal by any two members (mover and seconder of the appeal). The appeal shall be made in writing, if demanded by any two members.
21. The reading of any report relating to the subject under consideration shall always be in order. All reports and resolutions shall be in writing. When reports and resolutions are from a committee they must be signed by a majority thereof. When a report has been read it is properly before the body without motion to accept. Motions and resolutions of committees shall not require a second when moved for adoption by the committee directly, but when moved for adoption by a non-committee member a second is necessary. On matters or questions previously referred to a committee by the body, all motions or resolutions of such committee based on such matters may be properly acted upon during "Reports of Committees" in the order of business. However, if a committee originates motions or resolutions on matters not previously referred to such committee by the body, such motions or resolutions are properly actionable only under "New Business," unless the body otherwise agrees to entertain such motions or resolutions at some other time in the order of business. Recommendations in reports must be accompanied by appropriate written motion or resolution in order to be acted upon.
22. When a report is submitted with a motion or resolution attached, action shall be held on such motion or resolution only, unless such report may be considered improper or incomplete. In that event, such improper or incomplete report can be recommitted, or such report can be amended and an appropriate resolution incorporated in it. No report, or resolution thereon, properly before the body shall be withdrawn without permission of the body, such withdrawal to be decided without debate.
23. All members entitled to vote may vote on all questions. The presiding officer shall have a vote like any other member. A member may change his vote from one side of the question to the other, provided he does so before announcement of the final result.
24. The presence, dispensation, and/or consumption of alcoholic beverages in VFW meeting rooms during VFW meetings is unacceptable and is prohibited.

Sec. 1002--Order of Business, National and Department Conventions.

1. Opening of the Convention in due form
2. Roll call of officers
3. Adopt Convention rules as appropriate
4. Appointment of committees
5. Reports of officers (Reports of National and Department officers may be submitted in printed form to assembled delegates)
6. Reports of committees
7. New business
8. Election and installation of officers
9. At the second and each succeeding session, a summary of the preceding session may be furnished the delegates assembled
10. Closing of the Convention in due form
11. This order of business may be suspended at any time by a two-thirds (2/3) vote of the delegates assembled at a Convention, to be taken without debate.

Sec. 1003--Order of Business-Districts and County Councils.

1. Opening in due form
2. Roll call of officers
3. Roll call of Posts
4. Read minutes of last meeting
5. Report of Quartermaster in detail
6. Read communications
7. Reports of committees
8. Read bills
9. Unfinished business
10. New business
11. Election and installation of officers
12. Good of the Order
13. Closing in due form

Sec. 1004- -Order of Business-Posts.

1. Opening in due form
2. Commander: Recitation of the purposes of the Veterans of Foreign Wars, Section 3 of the Charter
3. Roll call of officers
4. Read, refer membership applications
5. Report of Investigating Committee
6. Ballot on candidates
7. Muster in recruits
8. Read minutes
9. Quartermaster's report; disbursements
10. Quartermaster's report; receipts
11. Read bills
12. Report of Service Officer
13. Report on Comrades or the families of Comrades in distress
14. Report of all committees
15. Remember our National Home for Children

16. Unfinished business (Read communications associated with unfinished business and vote)
17. New business (Read communications associated with new business and vote)
18. Good of the Order (Read communications associated with the good of the order and vote)
19. Closing in due form

Sec. 1005--Title of Address.

In meetings of units of this organization, members holding office shall be addressed as "Comrade" followed by the title of the office they hold. All other members shall be addressed as "Comrade."

(End of Article X)

ARTICLE XI--LADIES AUXILIARY

Sec. 1101--Organization and Disbandment of Auxiliaries.

(a) Formation. Auxiliaries shall be hereafter formed and approved in accordance with the following provisions. These provisions shall not be retroactive and auxiliaries approved and chartered prior to the adoption of these provisions need not be re-approved.

(1) By Departments. No auxiliary to a Department of the Veterans of Foreign Wars of the United States shall be formed unless approved by two-thirds vote of the delegates assembled at an annual Department Convention. Each Department of the Ladies Auxiliary shall be identical in geographical limits with the respective Department of the Veterans of Foreign Wars of the United States and shall be known and identified by the same name as the Department whose name it bears.

(2) By Districts. No auxiliary to a District of the Veterans of Foreign Wars of the United States shall be formed unless approved at a regular or special meeting by two-thirds of the Posts in such District. Notice of the proposed formation of an auxiliary to the District shall be given all Posts in the District in writing at least two weeks prior to any meeting during which a vote to determine the formation of an auxiliary to the District will be made. Each District of the Ladies Auxiliary shall be identical in geographical limits with the respective District of the Veterans of Foreign Wars of the United States and shall be known and identified by the same number as the District whose number it bears.

(3) By County Councils. No auxiliary to a County Council of the Veterans of Foreign Wars of the United States shall be formed unless approved at a regular or special meeting by two-thirds of the Posts in such County Council. Notice of the proposed formation of an auxiliary to the County Council shall be given all Posts of the County Council in writing at least two weeks prior to any meeting during which a vote to determine the formation of an auxiliary to the County Council will be made. Each County Council of the Ladies Auxiliary shall be identical in geographical limits with the respective County Council of the Veterans of Foreign Wars of the United States and shall be known and identified by the same name as the County Council whose name it bears.

(4) By Posts. No auxiliary to a Post of the Veterans of Foreign Wars of the United States shall be formed unless approved by a two-thirds vote of the Post membership present at a regular or special meeting, due notice of the proposed formation of an auxiliary 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 Auxiliary shall be assigned the number of the Post with which it is affiliated.

(b) Governance.

(1) Governance of Department Auxiliaries. Department Auxiliaries shall be subject to the jurisdiction of the Convention and Council of Administration of the respective Department of the Veterans of Foreign Wars of the United States. Department Auxiliaries shall be governed by the By-Laws, Ritual, and Rules and Regulations of the Ladies Auxiliary to the Veterans of Foreign Wars of the United States and the Department Auxiliary and lawful orders issued by their respective officers, provided they do not conflict with the Congressional Charter, By-Laws or Manual of Procedure of the Veterans of Foreign Wars of the United States and By-Laws of the Department whose name it bears or lawful orders issued by the Commander-in-Chief, the National Council of Administration or the Department Council of Administration.

(2) Governance of District, County Council and Post Auxiliaries. The Ladies Auxiliary to a District, County Council or Post shall be subject to the jurisdiction of the respective District, County Council or Posts of the Veterans of Foreign Wars of the United States whose name or number it bears. Such auxiliary shall be governed by the By-Laws, Ritual and Rules and Regulations of the Ladies Auxiliary to the Veterans of Foreign Wars of the United States and the Department Auxiliary and lawful orders issued by their respective officers provided they do not conflict with the Congressional Charter, By-Laws or Manual of Procedure of the Veterans of Foreign Wars of the United States, Department By-Laws or the By-Laws of the District, County Council or Post whose name it bears, or lawful orders issued by the Commander-in-Chief, the National Council of Administration, or the Department Council of Administration.

(c) Suspension and Discontinuance.

(1) National. The Commander-in-Chief may suspend the Charter of the Ladies Auxiliary to the Veterans of the Foreign Wars of the United States if he believes its conduct, or that of its officers or Council of Administration, to be detrimental to the interests of the Veterans of Foreign Wars of the United States. The Charter of the Ladies Auxiliary to the Veterans of Foreign Wars of the United States may not be suspended by the Commander-in-Chief for a period longer than thirty (30) days without the consent of the National Council of Administration of the Veterans of Foreign Wars of the United States. Such consent shall be given only if a majority of the members of the Council determines that it is in the best interest of the Veterans of Foreign Wars of the United States to suspend the Charter for a longer period of time. While the Charter of the Ladies Auxiliary to the Veterans of Foreign Wars of the United States is suspended, its officers shall have no authority and shall not issue any orders other than those necessary to keep a National Headquarters office in operation.

(2) Departments. The Commander-in-Chief may direct the suspension of the charter of any Department Auxiliary upon the recommendation of the National President of the Ladies Auxiliary or the Commander of such Department when it is shown to the satisfaction of the Commander-in-Chief that the conduct of such Department Auxiliary, or its officers or Council of Administration, is detrimental to the interests of the Veterans of Foreign Wars of the United States. A Department Auxiliary charter may not be suspended by the Commander-in-Chief for a period longer than thirty (30) days without the consent of the National Council of Administration of the Veterans of Foreign Wars of the United States. Such consent shall be given only if a majority of the members of the Council determines it is in the best interest of the Veterans of Foreign Wars of the United States to suspend the charter for a longer period of time.

(3) Districts, County Councils and Posts. The Commander-in-Chief may direct the suspension of the charter of any District, County Council or Post auxiliary for a definite or indefinite period of time and may order the National President to order the cancellation of the charter of any District, County Council or Post auxiliary if he believes the conduct of such auxiliary or its officers is detrimental to the best interest of the Veterans of Foreign Wars of the United States.

(d) Requesting Cancellation of the Charter of an Auxiliary.

(1) By Departments. A Department may, by a vote of eighty percent of the delegates assembled at an annual Department Convention, following a printed or written notice mailed or delivered to each Post in the Department at least ten (10) days before such Convention, vote to request cancellation of the charter of its Auxiliary. The notice must state the contemplated action and the reason therefor. If the Department votes to request cancellation of the charter of its Auxiliary, the Department Commander shall certify that action in writing and forward such certification to the Commander-in-Chief. If the Commander-in-Chief believes it is in the best interest of the Veterans of Foreign Wars of the United States to do so, he shall direct the National President to cancel the charter of the Department Auxiliary.

(2) By Districts or County Councils. A District or County Council may, by a vote of eighty percent of the Posts at a regular or special meeting following a printed or written notice to each Post in the District or County Council at least ten (10) days before such meeting, vote to request cancellation of the charter of its Auxiliary. The notice must state the contemplated action and the reason therefor. If the District or County Council votes to request cancellation of the charter of its Auxiliary, it shall certify the action in writing and forward same to the Department Commander who shall forward it to the Commander-in-Chief with his recommendation. If the Commander-in-Chief believes it is in the best interest of the Veterans of Foreign Wars of the United States to do so, he shall direct the National President to cancel the charter of the District or County Council Auxiliary.

(3) Disbanding of Auxiliary by Post. A Post may, by vote of eighty percent of its' members present at a meeting following a printed or 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 Auxiliary. The notice must state the contemplated action and the reason therefore. If the Post votes to request cancellation of

the charter of its Auxiliary, it shall certify the action in writing and forward same to the Department Commander who shall forward it to the Commander-in-Chief with his recommendations. Upon a review of the matter, if he believes that it is in the best interest of the Veterans of Foreign Wars of the United States to do so, the Commander-in-Chief shall direct the National President to cancel the charter of the Post Auxiliary.

(e) Disposition of Property. In the event of the surrender, cancellation or forfeiture of the Charter of the Ladies Auxiliary to the Veterans of Foreign Wars of the United States, its' records, monies and all other property shall immediately become the property of the Veterans of Foreign Wars of the United States. In the event of the surrender, cancellation or forfeiture of the charter of the Auxiliary to a Post, County Council, District or Department, all monies, official records and all other property shall immediately be surrendered to such officer or officers as may be provided by the By-Laws and Rules and Regulations of the Ladies Auxiliary to the Veterans of Foreign Wars of the United States for disposition in accordance with those By-Laws and Rules and Regulations. Notice of such contemplated action shall be given to the Post, County Council, District and Department Commander thirty (30) days prior to the surrender or cancellation of an Auxiliary charter.

(f) Reports.

(1) National. The National President of the Ladies Auxiliary shall, within thirty (30) days after induction into office, submit to the Commander-in-Chief an itemized report of the financial and membership status of the Ladies Auxiliary for his information and for submission by him to the National Council of Administration. The National Treasurer of the Ladies Auxiliary shall prepare a quarterly report for the National President and the National Council of Administration of the Ladies Auxiliary, and submit copies thereof to the Department Presidents of the Ladies Auxiliary and to the Commander-in-Chief of the Veterans of Foreign Wars. She also shall prepare for the National President, before each National Convention, a list showing the Auxiliaries in good standing and the number of delegates to which each is entitled.

Budget. No less than ten (10) days prior to the meeting of the National Council of Administration of the Ladies Auxiliary at which the annual budget is adopted, the National Treasurer shall submit a proposed budget to the National President, and each member of the National Council of Administration of the Ladies Auxiliary. Immediately following the adoption of the annual budget by the National Council of Administration of the Ladies Auxiliary, she shall submit a copy of the approved budget to the Commander-in-Chief.

(2) Department. The Department President of the respective Department Ladies Auxiliary shall, within thirty (30) days after induction into office, submit to the Department Commander an itemized report of the financial and membership status of the Department Ladies Auxiliary for his information and for submission by him to the Department Council of Administration.

(3) Districts, County Councils, Posts. The President of the Ladies Auxiliary to a District, County Council or Post shall, within thirty (30) days after induction into office, submit to the Commander of the respective District, County Council or Post an itemized report of the financial and membership status of the auxiliary over which she

is presiding officer. Such reports will be acknowledged by each respective Commander during the next regular meeting and may be read to the members assembled.

(g) Liaison. There is established a committee composed of the Senior Vice-Commander-in-Chief, Junior Vice Commander-in-Chief and the Adjutant General who shall meet with a corresponding committee composed of the Senior Vice President, Junior Vice President and the National Secretary of the Ladies Auxiliary. This combined committee shall meet each year, at the call of the Commander-in-Chief, to consider all matters affecting the welfare of the Veterans of Foreign Wars of the United States and the Ladies Auxiliary of the Veterans of Foreign Wars of the United States. The purpose of the committee shall be to coordinate the activities of the Veterans of Foreign Wars of the United States and the activities of the Ladies Auxiliary to the Veterans of Foreign Wars of the United States, and to insure full compliance with the Congressional Charter, By-Laws and Manual of Procedure of the Veterans of Foreign Wars of the United States, and the mandates of the National Convention and National Council of Administration of the Veterans of Foreign Wars of the United States.

Sec. 1102--Eligibility. (See Section 1102 By-Laws)

Sec. 1103--Ritual, By-Laws and Regulations. (See Section 1103 By-Laws)

Sec. 1104--Incorporation.

(a) The Articles of Incorporation of the Ladies Auxiliary to the Veterans of Foreign Wars of the United States, should it incorporate, and any amendments thereto, must include the following provisions:

(1) The active and voting membership of this corporation shall, at all times, consist of and be confined to the active membership in good standing of the Ladies Auxiliary to the Veterans of Foreign Wars of the United States.

(2) This incorporated organization shall be and remain under the jurisdiction of the National Convention, Commander-in-Chief and National Council of Administration of the Veterans of Foreign Wars of the United States and subject to its Charter, By-Laws and Manual of Procedure.

(3) In the event of a dissolution of this corporation, or the simultaneous dissolution of this corporation and the forfeiture of the Charter issued to it by the Veterans of Foreign Wars of the United States, title to all of the assets shall pass to the Veterans of Foreign Wars of the United States to be disposed of according to its By-Laws. At no time shall the assets of the corporation be distributed among the individual members thereof.

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

(b) The Articles of Incorporation of any Department or Post Auxiliary, should it incorporate, and any amendments thereto, must include the following provisions:

(1) The active and voting membership of this corporation shall, at all times, consist of and be confined to the active membership in good standing of the (Ladies Auxiliary to

the Department of _____, Veterans of Foreign Wars of the United States) or (Ladies Auxiliary to Post _____, Veterans of Foreign Wars of the United States).

(2) This incorporated organization shall be and at all times remain under the jurisdiction of the National Convention, National President and National Council of Administration of the Ladies Auxiliary to the Veterans of Foreign Wars of the United States, the Commander-in-Chief of the Veterans of Foreign Wars of the United States and the (Department of _____, Veterans of Foreign Wars of the United States) or (Post No. _____, Veterans of Foreign Wars of the United States) and subject to the By-Laws and Rules and Regulations of the Ladies Auxiliary to the Veterans of Foreign Wars of the United States and the Charter, By-Laws and Manual of Procedure of the Veterans of Foreign Wars of the United States.

(3) In the event of a dissolution of this corporation, all the assets shall be the property of (Ladies Auxiliary Department of _____ or the Ladies Auxiliary Post _____, and in the event of any dissolution of their corporation and the forfeiture of the charter issued by the Ladies Auxiliary to the Veterans of Foreign Wars of the United States entitled to all assets of this corporation shall pass through the Ladies Auxiliary to the Veterans of Foreign Wars of the United States or the Ladies Auxiliary Department to be disposed of in accordance with the By-Laws, rules and regulations of the Ladies Auxiliary to the Veterans of Foreign Wars of the United States, and at no time shall the assets of the corporation be distributed among the individual members thereof.

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

(End of Article XI)

ARTICLE XII--MILITARY ORDER OF THE COOTIE

Sec. 1201--Formation.

(a) Formation.

(1) Pup Tents. Pup Tents may be formed and chartered in accordance with the National Constitution and By-Laws of the Military Order of the Cootie provided that no Pup Tent shall be formed by less than fifteen (15) members in good standing of the Veterans of Foreign Wars of the United States, and, provided further that no Pup Tent shall be chartered unless the Post with which such Pup Tent is to be affiliated has consented to the chartering thereof. Consent shall require two-thirds vote of the members present at a regular or special meeting, provided that Post members are given written notice that a vote will take place, such notice to be given the entire membership in writing at least ten (10) days prior to the regular or special meeting called for the aforementioned purpose. Each Pup Tent shall be assigned a number by the Military Order of the Cootie. Each Pup Tent shall be subject to the jurisdiction of the Post with 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 within their authority. Each Pup Tent shall function in accordance with the National By-Laws and Ritual of the Military Order of the Cootie and lawful orders issued by Supreme (National) and Department officers of the Order,

provided they do not conflict with the Congressional Charter, By-Laws and Manual of Procedure of the Veterans of Foreign Wars of the United States, the By-Laws of the Department in which it is situated or the Post with which it is affiliated or lawful orders issued by the Commander-in-Chief, the National or Department Council of Administration or Department Commander.

(2) Grand Pup Tents (Department Units). Grand Pup Tents may be formed by a vote of the Department Convention. Each Grand Pup Tent of the Military Order of the Cootie shall be governed by and under the jurisdiction of the Convention, Council of Administration, and Commander of its respective Department of the Veterans of Foreign Wars of the United States, who shall decide questions of law and usage for the Grand Pup Tent subject to an appeal to the Commander-in-Chief or National Council of Administration; but the Grand Pup Tent shall function in accordance with the Supreme (National) By-Laws and Ritual of the Military Order of the Cootie and lawful orders issued by National and Department officers thereof, provided they do not conflict with the Congressional Charter, By-Laws and Manual of Procedure of the Veterans of Foreign Wars of the United States and By-Laws of the Department with which the Grand Pup Tent is affiliated or the lawful orders issued by the Commander-in-Chief and/or National or Department Council of Administration and the Department Commander.

(b) Suspension and Discontinuance.

(1) The Commander-in-Chief or National Council of Administration of the Veterans of Foreign Wars of the United States may suspend the Supreme National Charter of the Military Order of the Cootie for a period not to exceed sixty (60) days, for conduct of the organization, its Convention, National Officers or National Council of Administration which may be detrimental to the best interest of the Veterans of Foreign Wars of the United States. Upon recommendation of the Commander-in-Chief, the National Council of Administration may, by two-thirds (2/3) vote, cancel and revoke the charter of the Military Order of the Cootie, provided written notice of such recommendation is given to the Supreme Commander and the Supreme Quartermaster/Adjutant at least ten (10) days prior to any National Council action and the Supreme Commander or his designee has been afforded an opportunity to appear before the National Council and be heard concerning such recommendation.

(2) The Commander-in-Chief may direct the suspension, for a period not to exceed sixty (60) days, or the cancellation of the charter of any subordinate unit (Grand Pup Tent or Pup Tent) of the Military Order of the Cootie, upon recommendation of the Commander of the Department wherein such unit is located, when it is shown the conduct of officers or members thereof may be detrimental to the best interest of the Veterans of Foreign Wars of the United States.

(3) Disbanding of Pup Tent by a Post. A Post may, by vote of eighty percent 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 Pup Tent. The notice must state the contemplated action and the reason therefore. If the Post votes to request cancellation of the charter of its Pup Tent, it shall certify the action in writing and forward same to the Department Commander who shall forward it to the Commander-in-Chief with his recommendations.

If he believes that it is in the best interest of the Veterans of Foreign Wars of the United States to do so, the Commander-in-Chief shall direct the Supreme Commander of the Military Order of the Cootie to cancel the charter of the Pup Tent.

(4) Change of Post Affiliation. For a Pup Tent to change affiliation, it must first receive consent from two-thirds vote of the members of the Post to which it is now affiliated present at a regular or special meeting providing the Post members are given written notice that a vote will take place, such notice to be given the entire membership in writing at least ten (10) days prior to the regular or special meeting called for the aforementioned purpose. The new Post to which the Pup Tent will be affiliated must provide consent by two-thirds vote of the members present at a regular or special meeting, providing the Post members are given written notice that a vote will take place, such notice to be given the entire membership in writing at least ten (10) days prior to the regular or special meeting called for the aforementioned purpose. The change of affiliation then must be approved by the Grand Commander, as well as the Supreme Commander of the Military Order of the Cootie. Once approval has been given, all records and properties of the Pup Tent will then be transferred with the Pup Tent to the new Post of affiliation.

(5) While the charter of the Supreme (National) Organization of the Military Order of the Cootie, or a subordinate unit thereof, is suspended said unit shall not be permitted to function and the officers thereof shall be without authority; provided, however, it or its officers shall have the right to appeal to the Commander-in-Chief to lift the suspension; and in the case of suspension of the charter of the National Organization, an appeal may be made to the National Council of Administration of the Veterans of Foreign Wars of the United States.

(c) Suspension of Officers. The officers (elective and appointive) of the Military Order of the Cootie or of subordinate units thereof may be suspended by action of the Commander-in-Chief of the Veterans of Foreign Wars of the United States, subject to review by the National Council of Administration. While so suspended, the offending officer or officers of the Military Order of the Cootie shall be without authority, and if it is found that the conduct of an officer or officers thereof is detrimental to the best interest of the Veterans of Foreign Wars of the United States, the National Council of Administration of the Veterans of Foreign Wars of the United States may order the removal of such officer or officers.

(d) Disposition of Property. In the event of a surrender, cancellation or forfeiture of charter of a subordinate unit of the Military Order of the Cootie, all official records, money and other property shall be surrendered to such officer or officers as is provided in the Supreme (National) By-Laws and Ritual of the Military Order of the Cootie.

(e) Reports.

(1) The Supreme (National) Commander of the Military Order of the Cootie shall, within thirty (30) days after induction into office, submit to the Commander-in-Chief an itemized report of the financial and membership status of the National Organization of the Military Order of the Cootie for his information and for submission by him to the National Council of Administration.

(2) The Grand Commander of the Military Order of the Cootie shall within thirty (30) days after induction into office, submit to the Department Commander of the Veterans of Foreign Wars of the United States an itemized report of the financial and membership status of the Grand Pup Tent (Department Unit) of the Military Order of the Cootie for his information and for submission by him to the Department Council of Administration.

(f) Liaison. The Commander-in-Chief of the Veterans of Foreign Wars of the United States shall appoint a committee who shall meet with a committee appointed by the Supreme (National) Commander of the Military Order of the Cootie. This combined committee shall meet at intervals between National Conventions of the Veterans of Foreign Wars of the United States to consider all matters affecting the welfare of the Veterans of Foreign Wars of the United States insofar as the activities of the Military Order of the Cootie are concerned. The purpose of this committee shall be to coordinate the Veterans of Foreign Wars of the United States and the activities of the Military Order of the Cootie so that there shall be full compliance with the Congressional Charter, By-Laws and Manual of Procedure of the Veterans of Foreign Wars of the United States and best interest of both the Veterans of Foreign Wars of the United States and the Military Order of the Cootie are furthered.

(g) Auxiliary Approval by Post. No Pup Tent Auxiliary shall be chartered unless the Post with which such Pup Tent is affiliated has consented to the chartering thereof. Such consent shall be given in the same manner as consent to the chartering of the Pup Tent as provided in this section.

Sec. 1202--Eligibility.

An application for membership in the Military Order of the Cootie must be accompanied by a certificate verifying satisfaction of the requirements for membership specified in the By-Laws. The certificate shall bear the endorsement of the Post Commander attested by the Post Adjutant.

Sec. 1203--By-Laws, Ritual. (See Sec. 1203 By-Laws)

Sec. 1204--Incorporation.

(a) The Articles of Incorporation of the Military Order of the Cootie of the United States, should it incorporate, and any amendments thereto, must have the following provisions:

(1) The active and voting membership of this corporation shall, at all times, consist of and be confined to the active membership in good standing of the Military Order of the Cootie of the United States and the Veterans of Foreign Wars of the United States.

(2) This incorporated organization shall be and remain under the jurisdiction of the National Convention, Commander-in-Chief and National Council of Administration of the Veterans of Foreign Wars of the United States and subject to its charter, By-Laws and Manual of Procedure and the By-Laws and Ritual of the Military Order of the Cootie.

(3) In the event of a dissolution of this corporation, or the simultaneous dissolution of this corporation and the forfeiture of the charter issued to it by the Veterans of Foreign Wars of the United States, title to all of the assets shall pass to the Veterans of Foreign Wars of the United States to be disposed of according to its By-Laws. At no time shall the assets of the corporation be distributed among the individual members thereof.

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

(b) The Articles of Incorporation of any Grand Pup Tent, should it incorporate, and any amendments thereto, must include the following provisions:

(1) The active and voting membership of this corporation shall, at all times, consist of and be confined to the active membership in good standing of the (Grand Pup Tent, Military Order of the Cootie, Department of _____, Veterans of Foreign Wars of the United States) or (Pup Tent, Military Order of the Cootie, Post _____, Veterans of Foreign Wars of the United States).

(2) This incorporated organization shall be and at all times remain under the jurisdiction of the National Convention, Supreme Commander and National Council of Administration of the Military Order of the Cootie of the United States, the Commander-in-Chief of the Veterans of Foreign Wars of the United States and the (Department of _____, Veterans of Foreign Wars of the United States) or (Post No. _____, Veterans of Foreign Wars of the United States) and subject to the By-Laws and Ritual of the Military Order of the Cootie of the United States and the Charter, By-Laws and Manual of Procedure of the Veterans of Foreign Wars of the United States.

(3) In the event of a dissolution of this corporation or the simultaneous dissolution of this corporation and loss or forfeiture of its charter, title to all assets shall pass to the Grand Pup Tent of _____ Military Order of the Cootie of the United States to be disposed of according to the By-Laws. At no time shall the assets of this corporation be distributed among the individual members thereof.

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

(End of Article XII)

ARTICLE XIII -- MENS AUXILIARY

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

(a) Formation. Men's Auxiliaries shall be hereafter formed in accordance with the following provisions and such other provisions as may be required by 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 vote of eighty (80) percent 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.