



VFW Auxiliary

Auxiliary Housekeeping

2024-2025

Karen Dotson, Chairman

Department of NY



VFW Auxiliary

Mentoring - Agenda

Mentoring – Agenda Clarifications

What is the meaning of a pro-tem? It means “for the time being”.

– Example of a Pro-tem

- President is advised an officer will not be attending meeting. Ex. Chaplain
- The President shall appoint a member to fill the officer station before the meeting
- Roll call – Chaplain May West – absent; Pro-tem Sue Jones Chaplain listed in minutes



VFW Auxiliary

Mentoring - Agenda

Mentoring – Agenda Clarifications

- Presentation of Bills – Immediately after the **Treasurer's Report**
 - Bills to be read by the Auxiliary/District Secretary.
 - Each bill read separately with the total on each receipt.
 - Important: NO ACTION is taken on the bills at this time.
 - The Conductor takes bills to be reviewed by Auxiliary/District Trustees.
 - Trustees sign and approve the bills.



VFW Auxiliary

Mentoring - Agenda

Mentoring – Agenda Clarifications

- Report of Trustees Immediately after **New Business** if bills are to be paid
 - The Sr. Trustee will state: The Trustees have examined the bills and recommend/motion the bills be paid.
 - Another Auxiliary member seconds the motion.
 - The motion is either approved or denied.



VFW Auxiliary

Mentoring - Agenda

Mentoring – Agenda Clarifications

- Report of “Committees” – equates to Report of “Programs”
 - The **Audit Report** is to be read first after each quarterly audit; only report accepted by **Motion**.
 - **Veterans and Family Support** is the first program to be reported
 - With the exception of the Trustee’s Report on the audit of the books and on the bills, reports are accepted without motion, unless there is an objection from the floor.



VFW Auxiliary

Mentoring – Secretary Duties

- Sec. 812 – Secretary Duties
 - A. The Secretary shall keep in books or files:
 1. The current “Podium Edition Bylaws and Ritual”
 2. A record of all the minutes of each meeting of the Auxiliary
 - b. It is permissible to secure typed or computer generated minutes in the permanent book or insert in a three ring binder or clip folder.
 - c. **Each minute page of the minutes shall be numbered consecutively and provide a space for the Trustees to initial at audit.**
 - d. **The Treasurer’s reports and the audit reports must be incorporated in the minutes.**
 - e. Corrections shall be made in the margins.



VFW Auxiliary

Mentoring – Correspondence

4. A **General or Special Order file for the current year** in which shall be preserved all orders and circulars issued by the National and Department Headquarters.
 - a. In the order in which they are received

5. A letter file in which shall be kept all correspondence of the Auxiliary.
 - a. General correspondence to be **retained for one (1) year**.
 - b. Policy and rulings are to be maintained in a **permanent file**.
 - c. **All communications from National or Department Officers are official and shall be read at a meeting before being filed for reference.**



VFW Auxiliary

Mentoring – Auxiliary Treasurer - Update

Sec. 813A – Auxiliary Treasurer

2. All funds shall be accounted for by the Treasurer in the Auxiliary books.
 - a. Which shall consist of a ledger, cash book, or a computerized system.
 - b. And printed and secured in a permanent record book. It is permissible to secure typed or a computer-generated ledger in a permanent record book or inserted in a three-ring binder or clip folder. **Each ledger page to be numbered consecutively and signed by the Trustees at each audit.**

*Approved at the 2024 VFW Auxiliary National Convention, Louisville, KY,
See 2025 Podium Bylaw & Ritual Edition (Malta)*



VFW Auxiliary

Mentoring – Trustees

Sec. 814 – Trustees, Duties

A. All audits are to be completed by the elected Trustees.

1. A minimum of two (2) Trustees shall conduct the audit. At least one (1) must be an elected Trustee and one may be a Trustee pro tem. It is preferable that only elected Trustees conduct audits.
2. The President, Secretary and Treasurer should attend the audit. They are not allowed to perform the audit.
3. The audit must be completed and signed by the Trustees.
4. The Auxiliary must vote to accept the audit and then forward a copy of the accepted audit to the Department Treasurer



VFW Auxiliary

Mentoring – Trustees (cont'd)

Sec. 814 – Trustees, Duties

B. It shall be the duty of the Trustees

1. To properly audit the books and records of the Auxiliary Treasurer and Secretary no later than the end of the month following the expiration of each quarterly period.



VFW Auxiliary

Mentoring – Member Resources

- All Auxiliary members have the ability to view the VFW National Website for Member Resources.
- Members Resources is located under the MALTA login and provides members with the most recent 2024-2025 copy of the National President's Program Book, the 2025 Podium Edition of the Bylaws and Ritual, and the Building on the VFW Auxiliary Foundation.



VFW Auxiliary

Mentoring – Member Resources

- To access MALTA you need to use your Membership Number and Members need to activate their password.
- Once you log into MALTA, you will be presented with the tool bar and it will have the **Members Resource** link as shown below.



Click on the Member Resources link and the following page will display:



VFW Auxiliary

Mentoring – Member Resources

- All Programs will be listed on the left of the screen and the guidebooks are in the middle of the page.

Member Resources Portal

Profile Duties Events Make Gift Reports Member Resources Cancer Grants

Americanism
Auxiliary Outreach
"Buddy" Poppy & VFW National Home
Extension & Revitalization
Historian & Media Relations
Hospital
Legislative

2024-2025 National Program Book
From Our Roots to Our Branches
EXTENDING SERVICE TO OUR VETERANS
2024-2025 National Program Book

Podium Edition Bylaws & Ritual
PODIUM EDITION
BYLAWS AND RITUAL
2025
Podium Edition Bylaws and Ritual

Building on the VFW Auxiliary Foundation
BUILDING ON THE VFW AUXILIARY FOUNDATION
Building on the Auxiliary Foundation



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Mentoring – Member Resources

- You can click on the link under each program and the information will be presented to you.



- Remember to “Log Out” when you are done reviewing and/or printing the information.



VFW Auxiliary

Mentoring – Debit Cards

Sec. 813A – Auxiliary Treasurer

6. An Auxiliary may vote, by majority vote, to possess a debit card to make payments for Auxiliary business purposes only.
 - a. The Treasurer shall be in possession of the debit card.
 - b. Debit cards shall not be used for cash advances.
 - c. Trustees shall review, date and initial statements containing reports of the debit card transactions every month to ensure that all debit card purchases were made in accordance with votes of the Auxiliary and/or standing rules.



VFW Auxiliary

Mentoring – Debit Cards (cont'd)

Sec. 813A – Auxiliary Treasurer

9. Bank statements will be initialed and dated monthly by the Trustees to ensure that all are aware of debit card purchases in a timely manner.



VFW Auxiliary

Mentoring – Chaplain

When the Chaplain is on the floor to open or close the Bible, all members remain STILL and all talking STOPS until the Chaplain has returned to his/her station. This is for Auxiliary, District, and Department meetings.



VFW Auxiliary

Mentoring – Using Proper Channels

- When an Auxiliary has a question or concern, Auxiliary Members should first reach out to their Auxiliary President.
 - If the matter is not resolved, refer to **Matters of Concern** in the Booklet of Instructions (page 15 in yellow pages of the Podium Edition of the Bylaws and Ritual book).
1. Those concerns, problems, etc. of an Auxiliary MAY be addressed to the District President who will take the concerns directly to the Department President for his/her consideration.
 2. The Department President then decides who should be assigned to handle the concerns of that particular Auxiliary.
 3. If the concern warrants it, the Department President may address it to the National President for his/her consideration.



VFW Auxiliary

Mentoring – Standing Rules

Sec. 211 - Standing Rules (Auxiliaries, Districts and Departments)

- A. Auxiliaries, Districts and Departments may establish Standing Rules to provide for specified operations, activities, events, expenses and disbursements between meetings provided such rules do not conflict with the National or Department Bylaws.
- B. Custom has the status of a Standing Rule. Standing Rules may be **amended, modified, or rescinded at any meeting.**
- If prior notice is given, the vote is by majority vote of those members present.
 - If previous notice is not given, the vote is by a two-thirds (2/3) vote of those members present. **Standing Rules become effective immediately.**



VFW Auxiliary

Mentoring – Standing Rules (cont'd)

Sec. 211 - Standing Rules (Auxiliaries, Districts and Departments)

C. A copy of the current Standing Rules must be included in the Secretary Book, and any time they are changed, rescinded or amended.

Note...It is suggested that the Auxiliary President, Secretary, and Treasurer have a copy of the most current Auxiliary Standing Rules. The Trustees should have a copy of the current Auxiliary Standing Rules when they are doing the Auxiliary Quarterly Audit.



VFW Auxiliary

Mentoring – Standing Rules

Sec. 211 - Standing Rules (Auxiliaries, Districts and Departments)

- **Examples of a Good Standing Rule:**

The Auxiliary Treasurer may purchase the **Auxiliary Bond** by July 31st. The payment may be processed through MALTA between July 15th and July 31st of the current year. (If the Treasurer does not have computer access, an Auxiliary check may be submitted to National Headquarters. An Auxiliary check requires the signatures of the Treasurer and President.)

The Auxiliary Treasurer may submit .25 cents per member to the **VFW National Home Health & Happiness** fund. Total donation will be based on the Auxiliary's membership as of June 30th. The payment may be processed through MALTA for the current year. *(If the Treasurer does not have computer access, an Auxiliary check may be submitted to National Headquarters. An Auxiliary check requires the signatures of the Treasurer and President.)*



VFW Auxiliary

Mentoring – Records Retention

- Audits Reports Retention Period: 6 Years
- Bank Statements Retention Period: 6 Years
- Charter Retention Period: Permanent
- Correspondence, general Retention Period: 1 Year
- Membership Applications, (Annual and Life) Retention Period: Until the member has been deceased for 6 years or has reached 120 years of age.



VFW Auxiliary

Mentoring – Raps of the Gavel

- One (1) rap of gavel – Attention
- Two (2) raps of gavel – Rise
- Three (3) raps of gavel – Be Seated



VFW Auxiliary

Mentoring

Resources:

- Podium Edition Bylaws and Ritual
- Building on the VFW Auxiliary Foundation
- Department 2024-25 Program Guidebook
- National Website – www.vfwauxiliary.org – Malta → Member Resources
- Department Website – www.vfwauxny.org → Resources → Zoom Trainings

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