

Completing the Election, Installation, and Delegate Forms

For Auxiliaries and Districts





Veterans of Foreign Wars Auxiliary of the United States Department of New York

2025-2026 ELECTION REPORT for Auxiliary Please "X" here if the Aux Sec has entered in MALTA: _____

Return to Department Secretary Chris Leavor :

IMMEDIATELY AFTER APRIL ELECTION OF OFFICERS (Not later than May 1, 2025)

2027 Cemetery Hill Rd., Franklinville NY 14737 or scan and email: CAL2027@hotmail.com

***This information is used to complete the Department Directory. Department Secretary can forward this information to National Headquarters. However, it MUST still be sent to the Department Secretary – even if the Auxiliary Secretary enters it in MALTA**

Official Name of Auxiliary: _____ Aux # _____ District # _____

Annual Dues per Member \$ _____ Regular Meeting: Choose one: (1st / 2nd / 3rd / 4th) _____ Choose one: (Mon/Tue/Wed/Thu/Fri/Sat/Sun) _____

Meeting Time: _____ AM _____ PM Telephone #- Including Area Code _____ - _____ - _____ EIN # _____

Address of Regular Meeting Place - (Street, City, State, Zip) _____

President, Secretary (Appointed) and Treasurer CANNOT also hold Trustee Office

Secretary MAY also hold one ELECTED office- EXCEPT Trustee. Member ID # MUST be exactly as it appears on current dues card.

President: _____ Member # _____ Email: _____

Address: _____ Phone # _____

Sr. Vice: _____ Member # _____ Email: _____

Address: _____ Phone # _____

Jr Vice: _____ Member # _____ Email: _____

Address: _____ Phone # _____

Secretary: _____ Member # _____ Email: _____

Address: _____ Phone # _____

Treasurer: _____ Member # _____ Email: _____

Address: _____ Phone # _____

Trustee #3: _____ Member # _____ Email: _____

Address: _____ Phone # _____

Trustee #2: _____ Member # _____ Email: _____

Address: _____ Phone # _____

Immediately after April Elections

Secretary should complete while all elected Officers are present to
provide ALL information

ALL offices on this form **MUST** be filled

A Trustee is the only **ELECTED** Officer who can hold an additional
ELECTED Office

EXCEPT

A Trustee **CANNOT** be a President, Secretary, or Treasurer

Elected Officers **CAN** also hold an Appointed Office

- Some Auxiliaries use the form they find on MALTA

- PLEASE

- Use the **Department form**
 - It easier for me to read

- **Fillable versions are on the Department Web site**

- For Chaplain
 - Conductor
 - Guard

- You can write name and membership number on Back of form or separate sheet.

Look at the upper Right hand corner If your Auxiliary Secretary has entered this information in MALTA please put a check mark there.

You must still send this form to the Department Secretary

The form looks pretty self-explanatory to me

But

You MUST complete ALL Questions.

Auxiliary Name, Number, District

Dues amounts: I have to have this to complete the election form on MALTA
(this is the only time I can change them for you, if there is a change)

I need your meeting week, day, and time

The phone number: Either the Number of your meeting site- or a number to reach the President- Someone might be having a problem getting to the meeting and need to contact the Auxiliary

And do not forget the EIN Number

When completing the officer information

Please be **legible**

Please be **accurate**

Please provide ALL requested information
EVERY BLANK HAS A PURPOSE!

PLEASE DO NOT

Provide the same contact information for all Officers.

This should be the most up-to-date information. If it is different from what is in MALTA for a member- I will change it.

Carelessness saw officers with incorrect emails and phone numbers last year
And in one instance the President, Secretary, and Treasurer all ended up with the same address in MALTA.

When one officer does not respond to me- I need to be able to contact SOMEONE



Veterans of Foreign Wars Auxiliary of the United States Department of New York

2025-2026 ELECTION REPORT for District Please "X" here if the Aux Sec has entered in MALTA: _____

Return to Department Secretary Chris Leavor :

IMMEDIATELY AFTER CONVENTION ELECTION OF OFFICERS (Not later than May 31, 2025)

2027 Cemetery Hill Rd., Franklinville NY 14737 or scan and email: CAL2027@hotmail.com

***This information is used to complete the Department Directory. Department Secretary can forward this information to National Headquarters. However, it MUST still be sent to the Department Secretary – even if the Auxiliary Secretary enters it in MALTA**

Official Name of Auxiliary: _____ **District #** _____ **EIN #** _____

Annual Dues per Member \$ _____ **Number of Regular Meetings/Year** _____ **Please send meeting dates/ locations as soon as possible. Should be received no later than August 31, 2025.**

Meeting Time: _____ **AM** _____ **PM** _____ **Contact Telephone #- Including Area Code** _____ - _____ - _____

President, Secretary (Appointed) and Treasurer CANNOT also hold Trustee Office

Secretary MAY also hold one ELECTED office- EXCEPT Trustee. Member ID # MUST be exactly as it appears on current dues card.

President: _____ **Member #** _____ **Email:** _____

Address: _____ **Phone #** _____

Sr. Vice: _____ **Member #** _____ **Email:** _____

Address: _____ **Phone #** _____

Jr Vice: _____ **Member #** _____ **Email:** _____

Address: _____ **Phone #** _____

Secretary: _____ **Member #** _____ **Email:** _____

Address: _____ **Phone #** _____

Treasurer: _____ **Member #** _____ **Email:** _____

Address: _____ **Phone #** _____

Trustee #3: _____ **Member #** _____ **Email:** _____

Address: _____ **Phone #** _____

Trustee #2: _____ **Member #** _____ **Email:** _____

Address: _____ **Phone #** _____

The form for the District is almost the same

There's the box in the upper right-hand corner if the District Secretary has entered the information in MALTA before sending the form to the Department Secretary

The information requested is almost the same, but most District Auxiliaries do not meet on a monthly basis.

Meeting dates and locations might not be finalized if your District meets with your VFW Counterpart, but you should be able to provide it by the end of August.

Work with your VFW Commander



V F W Auxiliary Department of New York
2025-2026 District Delegates and Alternates

Auxiliary Secretary Shall Submit to DISTRICT Secretary IMMEDIATELY following
ELECTION of Officers in April- but not later than May 1, 2025.

Bylaws Section 310- Eligibility: Any member in good standing in their respective Auxiliary shall be eligible for election as a District, Department, or National Delegate.

*Delegates and Alternates shall serve for one (1) full year from election to election.

*Delegates and Alternates shall function at the Convention and any Department meeting where voting is called for following their election.

*Delegates and Alternates elected to District, Department, or National Conventions shall be recognized ONLY when Auxiliaries have conformed to the National Bylaws.

Bylaws Section 302- District Meetings and Convention: * Delegates and Alternates elected at regular meeting not less than ten (10) calendar days prior to District Convention

*one delegate and (1) one alternate for each fifteen members or fraction thereof; in good standing at the time of election.

Date of Election: _____ # of MEMBERS in GOOD STANDING on date of election: _____

Auxiliary Name: _____ Aux # _____ District: _____

Official Address: _____ City: _____ Zip Code: _____

2025-2026 Auxiliary Officers AND 2025-2026 District Delegates and Alternates

Auxiliary President: _____ Member ID # _____

Address: _____ City: _____ Zip Code: _____

Telephone: (____) _____ Email: _____

Auxiliary Secretary: _____ Member ID # _____

Address: _____ City: _____ Zip Code: _____

Telephone: (____) _____ Email: _____

Auxiliary Treasurer: _____ Member ID # _____

Address: _____ City: _____ Zip Code: _____

Telephone: (____) _____ Email: _____

NEW DELEGATES - ONE DELEGATE and ONE ALTERNATE for EACH 15 MEMBERS or FRACTION THEREOF
(Attach additional page if necessary.)

DELEGATES to DISTRICT

ALTERNATES to DISTRICT

At the bottom of the page is the name and address of each District Secretary

This form should be sent to the District Secretary **Immediately** after elections

This is the form for your DISTRICT Delegates

Do NOT send it to the Department.

Send it to your District Secretary

This form tells the District President and Secretary who carries the votes at your District Convention

Your Auxiliary has one delegate for every 15 members or fraction thereof
Ex: Your Auxiliary has 47 PAID members on the date of your election. Paid members are the only ones in good standing.

Divide 47 by 15 and you have 3 with 2 left over. Those two are a fraction of the next 15 members, so your Auxiliary will have 4 (3 + fraction) delegates for the District and an equal number of alternates.

Be sure to elect at least 1 or 2 delegates that you positively know will be going to the meeting because they can carry the full voting strength for your Auxiliary if necessary. Your President will have his or her own vote, but I recommend making him/her one of the delegates as well.

When completing this form begin with the date of your election and the number of PAID members on that date.

Again, when filling in the information for the NEW officers
Pay attention to detail.

Your District Secretary will use this information to create your District Directory.

Make sure all contact information for your officers is accurate.

The Department Delegate form gets sent along with the election form to the Department Secretary Immediately after the election



VFW Auxiliary Department of New York
2025-2026 **Department Delegates and Alternates**

Auxiliary Secretary Shall Submit to **DEPARTMENT** Secretary **IMMEDIATELY** following **ELECTION of Officers in April- but not later than May 1, 2025.**

Bylaws Section 310- Eligibility: Any member in good standing in their respective Auxiliary shall be eligible for election as a District, Department, or National Delegate.

*Delegates and Alternates shall serve for one (1) full year from election to election.

*Delegates and Alternates shall function at the Convention and any Department meeting where voting is called for following their election.

*Delegates and Alternates elected to District, Department, or National Conventions shall be recognized ONLY when Auxiliaries have conformed to the National Bylaws.

Bylaws Section 303- Department Meetings and Convention: Shall be elected at a regular meeting of the Auxiliary held not less than thirty calendar days prior to the Department Convention- (1) one delegate and (1) one alternate for each thirty (30) members or fraction thereof; in good standing at the time of election.

Date of Election: _____ **# of MEMBERS in GOOD STANDING on date of election:** _____

Auxiliary Name: _____ Aux # _____ District: _____

Official Address: _____ City: _____ Zip Code: _____

Current 2024-2025 Auxiliary President: _____ Member ID # _____

Address: _____ City: _____ Zip Code: _____

Telephone: (____) _____ Email: _____

Current 2024-2025 Sr. Vice President: _____ Member ID # _____

Address: _____ City: _____ Zip Code: _____

Telephone: (____) _____ Email: _____

2025-2026 Department Delegates and Alternates

Elected 2025-2026 Auxiliary President: _____ Member ID # _____

Address: _____ City: _____ Zip Code: _____

Telephone: (____) _____ Email: _____

NEW DELEGATES - ONE DELEGATE and ONE ALTERNATE for EACH 30 MEMBERS or FRACTION THEREOF
(Attach additional page if necessary.)

DELEGATES to DEPARTMENT

ALTERNATES to DEPARTMENT

The Department Secretary will scan it and send it to the credentials Chairman to prepare for the Department election at the Convention and then file it for reference

For the DEPARTMENT DELEGATES

Your Auxiliary has one delegate for every 30 members and fraction thereof.

EX: Your Auxiliary has 47 members PAID on the **date of the election**. This is the number of members in good standing.

Divide 47 by 30 and you have 1 with 17 left over. 17 is a fraction of the next 30, so your Auxiliary has 2 delegates: 1 + the fraction and an equal number of alternates.

After you fill in the Date, Number of Members in Good Standing, and Auxiliary information, the form asks for the **24-25 President and Sr Vice**.

The current 24-25 President has a vote at the Convention- whether District or Department. If the President is absent, the Sr Vice may vote in her absence,

We didn't ask for that on the District form because your District Secretary knows who the current President is. Your District is a smaller group.

The Department Credentials Chairman needs to know who will vote- President and Delegates

The form also asks for the NEWLY ELECTED President.

It could be the same as your 24-25 or it might be a new person.

And then list your delegates and alternates.

Be legible or use the fillable form on the Department Website

Note: I did not say MALTA

MALTA is for NATIONAL , Department Website is for Department information

The
NATIONAL
DELEGATE
FORM

Your
Secretary
may do this
herself in
MALTA

OR...



112th National VFW Convention July 2025 Columbus OH
Not Accepted before April 1, 2025 or after May 31, 2025

To: National Secretary, VFW Auxiliary -406 West 34th St., 10th Floor; Kansas City, MO 64111

From: VFW Auxiliary # _____ Department of New York

VFW Auxiliary Name: _____

City and State: _____

****DO NOT SEND THIS FORM IF NAMES HAVE BEEN INPUT THROUGH MALTA****

Bylaws Section 304-National Convention: Shall be elected at the last regular meeting in April; One (1) delegate and one (1) alternate for each thirty-five (35) members or fraction thereof; in good standing on March 31, 2025. The VFW Auxiliary Secretary shall input the names of the delegates and alternates, including their membership ID numbers, within 5 days of the date of the election and NO LATER than May 31, 2025, through his/her member login on the National website: www.vfwauxiliary.org.

If not input online, Auxiliary Secretary may USPS, email, or fax delegate/alternate information to: Department Secretary Chris Leavor- 2027 Cemetery Hill Rd., Franklinville NY 14737

OR USPS or email delegate/alternate information to: National VFW Auxiliary Secretary-Treasurer- 406 West 34th St, 10th Floor- Kansas City MO 64111.

Immediately following April Election but no later than May 31, 2025. This is to certify that the delegates and alternates listed below were duly elected at a regular meeting held on (date) _____ with the total VFW Auxiliary membership on March 31, 2025, of (indicate number of members in good standing on 3/31/25) _____ to represent our VFW Auxiliary at the 112th National Convention.

Delegate Credentials will be issued upon check-in at the Convention.

Delegate/Alternate ID Number and Name are REQUIRED.

DELEGATES		ALTERNATES	
ID Number	Member Name	ID Number	Member Name
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The Form can be
sent to the
Department
Secretary to
input in MALTA

I do not
recommend
sending it to
National They
have thousands
of Auxiliaries to
handle

Things to note on this report

This time your Auxiliary gets one delegate and one alternate for every 35 members

**This is a change in the bylaws this year

EX. Your Auxiliary still has 47 members

47 divided by 35 is 1 with 12 left over. 12 is a fraction of 35 Delegate strength is then 2: 1 plus the fraction left over

Also note that this is based on the members in GOOD Standing
That still means PAID members but the date is **March 31, 2025** not the date of election as the other delegate forms are

Also note all delegates and alternates must include membership numbers



**Veterans of Foreign Wars Auxiliary of the United States Department of New York
2025-2026 Warrant to Install Officers and Report of Installation
For Auxiliary**

This form includes the date of installation and signature of Installing Officer

**Return to Department Secretary Chris Leavor
IMMEDIATELY AFTER INSTALLATION OF OFFICERS (Not later than June 1, 2025)
2027 Cemetery Hill Rd., Franklinville NY 14737 or scan and email: CAL2027@hotmail.com**

Auxiliary Elections and Installation MAY be held at the same meeting in April-**IF the installation is NOT more than 60 days before the convening of the Department Convention. No Installations before April 13, 2025**

Auxiliary President should retain a copy of this report

2025-2026 Warrant to Install Officers and Installation Report

Date of Installation: _____

This will certify that _____ **is authorized and**
Print name of Installing Officer- must sign bottom of the page

empowered to install the officers of _____ **VFW Auxiliary No.** _____
Print full name of Auxiliary (Indicate Aux Number)

In District # _____ **located at** _____ **in accordance with**
Indicate City and State where Installation is held

Section 806A of the Bylaws and Ritual of the Veterans of Foreign Wars of the United States Auxiliary, or the installation shall be null and void until such time as the bylaws are complied with.

Christine Leavor _____

Electronic signature of Department Secretary

Darlene Baker _____

Electronic signature of Department President

The Installing Officer certifies that he/she is a Past/Current Auxiliary President or held a higher elective Auxiliary Office; or he/she is a Past/Current Post Commander or held a higher VFW Office; and all Bylaws and regulations have been complied with in accordance to National and Department Headquarters.

 Signature of Qualified Installing Officer

 Indicate Highest Elected Office Held

The Auxiliary Installation Form must be sent to the Department Secretary
IMMEDIATELY after the Auxiliary Installation.

This is usually at your May meeting

You may install on the night of elections if it is not before

April 13, 2025

You may not install more than 60 days before the Department Convention

Auxiliaries need to familiarize themselves with **Section 806A of bylaws** Auxiliary
Installation

Read it all carefully. It is a LOT to put here.

It details **who** can install, **when** to install, and **conditions** every Auxiliary must meet
for the installation to be valid.

*Bonding President and Treasurer

*All Audits completed

*An installing officer who is authorized to do so

Who Can Install an Auxiliary?

1. A Past or Current Auxiliary President
2. A Past or Current Post Commander
3. Someone who has held a HIGHER elected office:

Example: Could be someone who is a District Treasurer .
That is an elected Higher level office.

It cannot be a District Secretary (Not an elected officer) unless she/he has already held a qualified elected office.

The Installing Officer must physically SIGN the form

It can then be scanned and emailed to the Department Secretary or USPS mailed



**Veterans of Foreign Wars Auxiliary of the United States Department of New York
2025-2026 Warrant to Install Officers and Report of Installation
For District**

This form includes the date of installation and signature of Installing Officer

**Return to Department Secretary Chris Leavor
IMMEDIATELY AFTER INSTALLATION OF OFFICERS (Not later than June 1, 2025)
2027 Cemetery Hill Rd., Franklinville NY 14737 or scan and email: CAL2027@hotmail.com**

District Elections and Installation MAY be held at the same meeting in April-**IF the installation is NOT more than 60 days before the convening of the Department Convention No Installations before April 13, 2025**

District President should retain a copy of this report
2025-2026 Warrant to Install Officers and Installation Report

Date of Installation: _____

This will certify that _____ **is authorized and**
Print name of Installing Officer- must sign bottom of the page

empowered to install the officers of _____ **VFW Auxiliary No.** _____
Print full name of Auxiliary (Indicate Aux Number)

In District # _____ **located at** _____ **in accordance with**
Indicate City and State where Installation is held

Section 806B of the Bylaws and Ritual of the Veterans of Foreign Wars of the United States Auxiliary, or the installation shall be null and void until such time as the bylaws are complied with.

Christine Leavor

Electronic signature of Department Secretary

Darlene Baker

Electronic signature of Department President

The Installing Officer certifies that he/she is a Past/Current District President or held a higher elective Auxiliary Office; or he/she is a Past/Current District Commander or held higher VFW Office; and all Bylaws and regulations have been complied with in accordance to National and Department Headquarters.

Signature of Qualified Installing Officer

Indicate Highest Elected Office Held

The District Installation form is almost identical

Section 806B- District Installation

Details **when** the Installation must take place- before the adjournment of the meeting at which elected

And **who** is authorized to install

- A Past or Current District President or someone who has held a higher elected Office in the Auxiliary. That would be an elected Department officer.

OR

- * A Past or Current District Commander or one who has held a higher elected office in the VFW

Some final thoughts

It is important to know when the officers assume their responsibilities

Delegates serve Election to Election.
They are effective immediately

All other Officers begin when the Department President is installed at the
Department Convention

EXCEPT

The Treasurer and Secretary **do NOT assume their duties** until the beginning of the
fiscal year- July 1st.

MALTA has to do its annual reset to give new officers access to their DUTIES tab in
MALTA.