



# VFW Auxiliary

## **Duties of Investigating Committee**

**2024-2025**

***Karen Dotson, Mentoring Chairman  
Department of NY***



# VFW Auxiliary

## Investigating Committee

### What is an Investigating Committee?

- Refer to Bylaws Sec. 102 – Application New Member – Bullet I (pages 13-14)
- An Investigating Committee is a committee of *three Auxiliary members* appointed by the current President and this committee can change meeting to meeting.
- The committee *carefully examines* new membership applications through the *eligibility* of their veteran.



# VFW Auxiliary

## Investigating Committee

### What are the Investigating Committee responsibilities?

- Familiarize themselves with the VFW Eligibility Guide (Podium Book pg. 5-11)
- Upon examination of each new member application, the Investigating Committee *must see proof of eligibility* unless joining under a current Post Member.
- The new member application must have *two (2) signatures of the Investigating Committee*.



# VFW Auxiliary

## Investigating Committee

### Proof of Eligibility

- The following items may prove eligibility
  - Separation Document (DD214)
  - Travel or medical orders
  - Campaign ribbons or medals
  - Assignment listings
  - Letters from a foreign war zone
  - Active duty orders showing a qualifying area
- Once an applicant has been voted on, all proof of eligibility documentation **MUST** be returned to them – The Auxiliary does NOT keep any personal documentation of the veteran.



# VFW Auxiliary

## Investigating Committee

### Investigating Committee responsibilities (continued)

- It is the DUTY of the Investigating Committee to see that the applications are filled out completely **BEFORE** they are presented to the body for consideration.
- The following fields are to be completed LEGIBLY on each and every application:



# VFW Auxiliary

## Investigating Committee

### Following fields on New Member Application **MUST** be Completed:

1. Auxiliary Number, City and State
2. Type of Membership (Annual, Life, etc.)
3. Full name of Applicant (spelled correctly)
4. Date of Birth
5. Full address of Applicant - including ZIP code
6. Gender
7. Phone
8. Email
9. Post Affiliated or Non-Affiliated – *Post Affiliated means veteran belongs to the Post; Non-Affiliated means veteran does not belong to Post/deceased*
10. Relationship to Veteran -- (Veteran relationship **cannot** be an Uncle, Aunt, Cousin – see Eligibility Wheel)
11. Veteran's Name
12. VFW Membership ID (if affiliated)
13. Post Number (if applicable)
14. Name of campaign ribbons or medals
15. Foreign Service dates and locations
16. Signatures of the Investigating Committee
17. Applicant's signature and date
18. Recruited/Recommended by is an optional field  
(If included – include their membership ID number)



# VFW Auxiliary

## Investigating Committee

### Application Information

- If any information is missing from the membership application, the Investigating Committee can recommend the application be tabled until the next meeting so the additional information can be gathered.
- If all information is on the membership application, National and/or Departments must process this as long as it is sent with the proper funds. (Auxiliary Check for Life or Annual Membership)
- It is *not required* to send ***proof of eligibility*** with the membership application to National/ Departments. National and Departments will take the Investigating Committee's signature that proof was considered before presenting to the body for a vote.



# VFW Auxiliary

## Investigating Committee

**When does the Investigating Committee provide recommendations on new membership applications?**

- The Investigating Committee reports immediately after Roll Call of Officers by Auxiliary Secretary.
- The Investigating Committee provides their recommendations to accept or reject the membership application(s) based on eligibility made to the Auxiliary.



# VFW Auxiliary

## Investigating Committee

### **Prior to Voting on Applicant**

- After the recommendation by the Investigating Committee and before voting on the applicant, members will be given an opportunity to state their objection to the admission of the applicant(s).



# VFW Auxiliary

## Investigating Committee

### Voting on Applicants

1. Should there be no objection, several applicants for membership may be grouped and accepted by voice vote.
2. Upon the request of one (1) member, any applicant shall be voted on separately by written ballot.
3. A majority of the votes cast shall decide acceptance or rejection of the applicant.
4. In case of a tie vote, the President shall cast the deciding vote.
  - a. Provided the President has not previously voted.
5. If the applicant is rejected, refer to Section 103.



# VFW Auxiliary

## Investigating Committee

### **Acceptance of Applicant(s) - Sec. 103—Notification and Obligation (Podium Book pg. 14-15)**

- A. When an applicant has been accepted by vote of the Auxiliary,
1. They shall be notified orally or in writing that their application has been accepted.
  2. The Auxiliary Secretary shall notify the newly accepted member to appear at a stated time to receive the optional ceremonial obligation.



# VFW Auxiliary

## Investigating Committee

### **Rejection of Applicant(s) - Sec. 103—Notification and Obligation (Podium Book pg. 14-15)**

B. If an applicant is found ineligible or rejected,

1. Admission fee and dues shall be returned by auxiliary check by Aux. Treasurer.

2. If the applicant was found ineligible, they can apply again at any time when proper eligibility is found.

a. The reason shall be noted in the minutes by the Secretary.

3. If the applicant was rejected by vote, they shall not again be proposed for membership in the same Auxiliary for at least one (1) year after rejection.



# VFW Auxiliary

## Investigating Committee

### Rejection of Applicant(s) - Sec. 103—Notification and Obligation (Podium Book pg. 14-15)

B. If an applicant is found ineligible or rejected, (continued)

4. The Auxiliary Treasurer shall prepare a duplicate copy of the original application, writing across the top of both applications the word **“REJECTED”** and the date.

5. The original shall be retained in the Auxiliary’s application file until the member has been deceased for a period of six (6) years or has reached 120 years of age.

6. The duplicate is sent to the Department Treasurer.