



Standard Operating Procedures

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

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

Election Report

**Member Change Request Form
(MCR)**

**Membership Receipt
(P-2)**

Membership Application

Men's Auxiliary Merchandise

Member Insurance Buckslip

Member Benefits

2009-2010 VFW Catalog

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Aids to Leadership

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

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

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

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

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

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

Service to the Community

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

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

Veterans of Foreign Wars of the United States

By-Laws

ARTICLE XIII—MEN'S AUXILIARY

Sec. 1301—Formation.

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

Sec. 1302—Eligibility.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

