

DEPARTMENT OF DELAWARE VETERANS OF FOREIGN WARS

OPERATING POLICY AND GUIDELINES FOR THE



MEN'S AUXILIARY

Approved By Dept Council of Administration 9 June 2006
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Approved by Dept Council of Administration 13 November 2006

DEPARTMENT OF DELAWARE VETERANS OF FOREIGN WARS

BY-LAWS

ARTICLE XII POSTS

Section 3: MEN'S AUXILIARY

- (A) Post in the Department MAY form a Men's Auxiliary in accordance with Article XIII of the National By-Laws, Manual of Procedure and rules established by the Department.
- (B) The Operating Policy and Guidelines of the Men's Auxiliary shall be established and maintained by the Department Council of Administration. Such shall never be in conflict with the National By-Laws.
- (C) A Post sponsoring a Men's Auxiliary Shall at all times be responsible for compliance of the Operating Policy and Guidelines of the Men's Auxiliary as established by the Department Council of Administration and the National By-Laws.

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 Auxiliary.

(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 or 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) day 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.

Manual of Procedure

ARTICLE XIII — MEN'S AUXILIARY (Cont'd)

(e) Removal of Officers The Post Commander may, with respect to the Post sponsored unit and with the concurrence of the membership of the Post and the Department Commander, declare vacant the position of any officer of the Men's Auxiliary who fails to fulfill the duties of his office as required by the by-laws of the Post, Department or lawful orders from proper authority. Such action, and reason therefore, shall be reduced to writing in the form of a Special Order and delivered personally or by certified mail at the removed officer's last known address.

(f) Discipline of Members. Except as otherwise provided in these By-Laws, no member shall have his membership in the Men's Auxiliary terminated or suspended, nor may any member be relieved of office, unless such member shall have been advised in writing of the charges against him and afforded the opportunity to request that such charges be heard and determined at a disciplinary hearing as hereinafter provided.

1. Offenses. Members who commit offenses recognized by the Veterans of Foreign Wars or Men's Auxiliary shall be subject to disciplinary action and may be assessed the penalties provided in this Article. Offenses recognized by the Veterans of Foreign Wars or Men's Auxiliary are:
 - a. Disloyalty to the United States of America.
 - b. Failure to fulfill the obligations taken at time of application and admission or the obligations taken upon installation of any office.
 - c. Knowing false representation or deliberate concealment concerning eligibility to membership or office or knowingly acquiescing in or permitting ineligible persons to become members or officers.
 - d. Disobedience or disregard of the provisions of the By-Laws, the Manual of Procedure, Ritual, General Orders or laws and usages of the VFW Post or Men's Auxiliary or any order of the Department Commander.
 - e. Willful disobedience or disregard of any order, by-law, rule or regulation of any VFW Post or Men's Auxiliary of which the member has or should reasonably have knowledge.
 - f. Conviction of, or entering a guilty or no contest plea to, a felony in any state or federal court of the United States or conviction of, or entering a guilty or no contest plea to, a misdemeanor or ordinance violation involving moral turpitude.
 - g. Conviction of a misdemeanor or ordinance violation, involving, affecting, damaging or taking place upon, the property of the VFW Post or Men's Auxiliary or any activity, clubroom, holding company or unit sponsored by any of them.
 - h. Conduct prejudicial to good order and discipline or conduct unbecoming a member in his relations to the VFW Post or Men's Auxiliary or other members.
 - i. Divulging any of the private business of the VFW Post or Men's Auxiliary with the intent or effect of embarrassing the VFW Post or Men's Auxiliary or members thereof.
 - j. Knowingly participating in any meeting or activity which is subversive, or knowingly contributing to or permitting the use of the member's name in connection with such meetings or activities.
 - k. Preparing or signing any false record, return, regulation, order or other official document of or concerning the VFW Post or Men's Auxiliary, knowing it to be false, or making any other false official statement with the intent to deceive.

Manual of Procedure

ARTICLE XIII — MEN'S AUXILIARY (Cont'd)

- l. Selling or otherwise disposing of money or other property belonging to the VFW Post or Men's Auxiliary without proper authority.
- m. Willfully, or through neglect, damaging, destroying or losing any such money or other property described above.
- n. Willfully suffering to be lost, damaged, destroyed or wrongfully used any such money or other property as described above.
- o. Aiding, abetting, counseling, commanding, procuring or causing to be done any act which, if done by him, would be punishable under this Article, or, knowing of an act punishable under this Article, assisting the offender to prevent his punishment, or, conspiring with any person to perform acts punishable under this Article, or, soliciting the performance of acts punishable under this Article.

2. Procedures for Disciplinary Actions and Appeals. The procedure for disciplinary action shall be the same as those prescribed in Article IX, Sections 903 and 904 of the By-Laws, the Manual of Procedure of the Veterans of Foreign Wars of the United States and the Procedural Guide for Disciplinary Actions, except for interpretation, Men's Auxiliary shall be substituted for Post, VFW Post for Department and State Commander for Commander-in-Chief. Additionally, there are no procedures for appeal to the Commander-in-Chief nor the National Council of Administration; the decision by the Department Commander is final.

3. Suspension from Office. When charges and specifications have been preferred against a member holding office, the Post Commander may suspend the accused member from office pending a final decision on a disciplinary action. Such a suspension is affected by notifying the member in writing at his last known address and notifying the Men's Auxiliary of such action. The Post Commander is not required to suspend the accused member in every instance but may use their discretion in determining whether or not such suspension is necessary and appropriate.

4. Prima Facie Case. The term prima facie is a legal term to describe something that is legally sufficient to establish a fact or a case unless disproved. In such a situation, if an accused member has been convicted by a court of law of a felony, misdemeanor or even an ordinance violation, that member often will not be available for or amenable to disciplinary action. Nonetheless, a disciplinary action would be appropriate. Under this section, it would not be necessary for the prosecutor to prove again what the civil authorities have already proven and established in the criminal trial. To establish guilt at the disciplinary hearing, all the prosecutor needs to do is present a certified copy of the court record of conviction. The burden then shifts to the accused to show that the record is not a true and correct record.

5. Penalties. Penalties for offenses recognized by the VFW or Men's Auxiliary shall be:

- (a) Termination of membership in the Men's Auxiliary.
- (b) Suspension from membership for a specified period of time.
- (c) Suspension of certain rights and privileges of membership for a specified period of time.
- (d) Removal from office.
- (e) Reprimand.

Manual of Procedure

ARTICLE XIII — MEN'S AUXILIARY (Cont'd)

Sec. 1302 — Eligibility.

Eligibility in the Men's Auxiliary will conform to that in Section 101 of the By-Laws concerning the applicant's discharge status and conduct of service, if applicable.

NOTE: Men's Auxiliary units shall be subject to administrative fees as may be determined or established by the sponsoring Post and/or Department.

BY-LAWS

**Men's Auxiliary to Post # _____
VETERANS OF FOREIGN WARS OF THE UNITED STATES
DEPARTMENT OF DELAWARE**

ARTICLE I NAME AND LOCATION

SECTION 1. By virtue of the charter granted, this Men's Auxiliary shall be known as:
Men's Auxiliary to Post # _____ Veterans of Foreign Wars of the United States.

SECTION 2. The location of this Auxiliary shall be in the community of _____
County of _____ in the State of Delaware.

ARTICLE II SUBORDINATION

SECTION 1. The supreme power of this association is vested in the National Convention and this Men's Auxiliary shall be at all times governed by the Constitution and By-Laws of the Veterans of Foreign Wars of the United States, orders issued by authority of the National Convention, National Council of Administration, the Commander-in-Chief, the Department Convention, Department Council of Administration and the Commander of the Department of Delaware. For the purposes of this Article and Section, Resolutions adopted by the National Convention are held to be lawful orders.

ARTICLE III MEETINGS

SECTION 1. The regular meeting place of this Men's Auxiliary shall be at: _____

SECTION 2. The regular meetings of the Men's Auxiliary shall be held on the _____ of each month. The meetings shall be called to order at _____. The appointed day and time of regular meetings may be changed by a two-thirds vote of the members present at any regular meeting. The Men's Auxiliary members, the Post Commander, and the Department Commander shall be notified of any change of the appointed day and/or time of the regular meeting.

SECTION 3. Special meetings may be called in accordance with the provisions of the National By-Laws.

SECTION 4. Six (6) members in good standing shall constitute a quorum for the transaction of business.

**ARTICLE IV
MEMBERSHIP**

- SECTION 1. Membership in this Men's Auxiliary, eligibility to, application for, acquiring and maintenance of, loss of and discipline shall be in accordance with the provisions of the National By-Laws or as set forth by the Department of Delaware, VFW.
- SECTION 2. The dues of this Men's Auxiliary shall never be less than \$15.00, or the amount required to cover Post per capita tax, if levied, and Department per capita tax of \$10.00. The power to levy Department Per Capita Tax shall be vested in the Department Council of Administration.
- SECTION 3. Eligibility: Membership in the Men's Auxiliary to the Veterans of Foreign Wars shall be limited to husbands, widower, 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 be not less than sixteen (16) years old. Men eligible for membership in the Veterans of Foreign Wars of the United States shall not be eligible for membership in the Men's Auxiliary.
- SECTION 4. Application for and eligibility to the Men's Auxiliary must be approved by the V.F.W. Post.

**ARTICLE V
OFFICERS**

- SECTION 1. Eligibility to, nomination, election or appointment, installation and term of office shall be in accordance with the provisions of the President's Manual.
- SECTION 2. The duties of all officers shall be those prescribed by the Department's Council of Administration, lawful orders as the Auxiliary may direct and as these By-Laws may provide.
- SECTION 3. The officers of the Auxiliary shall be President, Sr. Vice President, Jr. Vice President, Secretary, Treasurer, Chaplain and Trustees.

**ARTICLE VI
COMMITTEES AND DUTIES**

- SECTION 1. All committees and their chairpersons, unless otherwise provided, shall be appointed by the President as promptly as possible after election to office, and as such shall serve at his will and pleasure. The Auxiliary Treasurer, by virtue of his office, shall be treasurer of all committees handling funds.
- SECTION 2. The Standing Committees of the Men's Auxiliary shall be as follows:
Americanism
Buddy Poppy
Community Activities
Youth Activities
Membership

SECTION 3. Other Committees shall be appointed by the President as needed.
Suggestions: National Home; Hospital; Legislation

ARTICLE VII CONTROL OF SUBSIDIARY UNITS

SECTION 1. Any activity, unit of clubrooms sponsored, conducted or operated by the Posts, incorporated separately from the Auxiliary or unincorporated, shall be at all times under the direct control of the Post.

SECTION 2. All funds derived from any of the above shall be in the custody of the Men's Auxiliary.

SECTION 3. All money, property and assets of every kind as well as all records in connection therewith used, held and owned by any of the above activities is the property of the Auxiliary and must be placed in the care and custody of the Men's Auxiliary.

SECTION 4. 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 VFW Post.

ARTICLE VIII EXPENDITURE OF FUNDS

SECTION 1. Expenditures of funds shall be made only after prior authorization by the Men's Auxiliary. No member of this Men's Auxiliary shall solicit funds or donations nor incur or cause to incur any bills in the name of this Auxiliary except by prior vote and with the consent of the membership.

SECTION 2. All checks for the expenditure of Auxiliary funds shall be signed by the Treasurer and countersigned by the Auxiliary President.

SECTION 3. No compensation shall be paid to any officer of this Auxiliary for their services except as hereafter may provide.

ARTICLE IX COMPENSATION

SECTION 1. No compensation shall be paid to any officer of this Auxiliary for his service as such officer, except as hereafter may be provided.

SECTION 2. For services rendered, the Auxiliary may, by majority vote, pay the annual dues of the Secretary and Treasurer for the periods or parts of periods they serve as such, and such other compensation commensurate with their duties as may be determined and specified by vote of the Auxiliary and sponsoring VFW Post.

**ARTICLE X
FUND RAISING AND PROMOTIONS/SOLICITATIONS**

- SECTION 1. This Auxiliary shall solicit funds or donation only by prior vote of the VFW Post members agreeing to the proposition. It 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.
- SECTION 2. This Auxiliary shall not enter into any agreement with a promoter for the purpose of raising funds unless approved by the Post. Fund raising organizations or individuals conducting solicitations, activities or projects for a profit shall not be engaged or used by the Auxiliary for such purposes unless such engagement is made by written agreement between the VFW Post 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 Auxiliary entering into any such agreement.
- SECTION 3. Unless previously authorized by a majority vote of the Auxiliary, no solicitations or ticket sales shall be permitted in the post quarters or at socials or meetings unless such solicitations or ticket sales shall have been approved by the VFW Post.

**ARTICLE XI
MISCELLANEOUS**

- SECTION 1. In all Auxiliary procedures not provided for by the Congressional Charter and By-Laws, these By-Laws, or Guidelines as set by the Department, Demeter's Manual of Parliamentary Law and Procedure shall be the authority.
- SECTION 2. One copy of these By-Laws shall be issued to each member of the Auxiliary.

**ARTICLE XII
SPEECHES**

- SECTION 1. No member will be permitted to speak on any one subject (Pro or Con) more than twice; and the first time no longer than five (5) minutes, and the second time no longer than three (3) minutes, with the exception of a committee report and recommendations and visiting guests who have a message to impart.

**ARTICLE XIII
AMENDMENTS**

- SECTION 1. These By-Laws shall become effective after adoption by this Men's Auxiliary and after review by the Post Commander and Department Commander.
- SECTION 2. These By-Laws may be amended by the Men's Auxiliary by a two-thirds vote of the members present at a regular or special meeting announced to each member at least two weeks prior by mail.
- SECTION 3. All amendments shall be forwarded through channels and reviewed by the Department Commander, and approved, before becoming effective.

SECTION 4. Wherever these By-Laws or subsequent amendments may be found to be in conflict with the present or any future National By-Laws and By-Laws of the Department of Delaware, the latter shall prevail and be binding Men's Auxiliary as though written herein.

These By-Laws were adopted, subject to the review of the Post Commander of the Veterans of Foreign Wars of the United States and the Commander of the Department of Delaware, Veterans of Foreign Wars of the United States on this _____ day of _____, 200____, at a regular meeting of this Men's Auxiliary in the community of _____, and County of _____, State of Delaware.

Men's Auxiliary to VFW Post # _____,
Veterans of Foreign Wars of the United States

OFFICIAL:

By _____
Men's Auxiliary Secretary

By _____
Post Commander
By _____
Men's Auxiliary President

(Documents to be completed in triplicate with signatures of the VFW Post Commander, Men's Auxiliary President and Secretary affixed to each copy)

DEPARTMENT OF DELAWARE

Veterans of Foreign Wars of the United States

MEN'S AUXILIARY POLICY

The following information may be referred to when establishing a Men's Auxiliary at a Post within the Department of Delaware, Veterans of Foreign Wars of the United States.

1. **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 attain the 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. Men eligible for membership in the Veterans of Foreign Wars of the United States **shall not** be eligible for membership in the Men's Auxiliary. DD-214's or other supporting documents must be presented for membership. The Post will be held responsible for actions taken by the Auxiliary.

2. **Charter Kit:** A charter kit may be requested by a Post from the Department of Delaware, Veterans of Foreign, Headquarters. This kit will contain all the necessary forms needed for the formation of the new Men's Auxiliary. Cost: \$50.00 Kit Fee.

3. **Charter Application:** Once the Charter Application is completed with all the names, addresses and other information of at least twenty-five (25) duly qualified applicants for a Men's Auxiliary, the charter application shall be submitted to the Department of Delaware, Veterans of Foreign Wars, Headquarters along with a check in the amount of \$ 25.00 Charter Fee.

4. **Charter Period:** The charter period for a Men's Auxiliary will remain open for ninety (90) days unless closed by vote of the Men's Auxiliary. At the end of the charter period, a charter will be prepared by the Department of Delaware, Veterans of Foreign Wars, containing all the names of the charter members and forward the application to the Post for presentation to the Men's Auxiliary.

5. **Membership:** At no time shall the membership in the Men's Auxiliary exceed 25% of the membership of the sponsoring post or 25 members, whichever is greater.

6. **Membership Cards:** All Men's Auxiliary membership cards will be mailed from the Department of Delaware, Veterans of Foreign Wars, Headquarters to each duly paid-up member in the Men's Auxiliary each year.

7. **Per Capita:** The Department of Delaware, Veterans of Foreign Wars, per capita for each member of the Men's Auxiliary shall be \$10.00. The power to levy Department Per Capita Tax shall be vested in the Department of Delaware Council of Administration. The Post and the Men's Auxiliary may set their own dues.

Veterans of Foreign Wars of the United States

MEN'S AUXILIARY GUIDELINES

Formation of Men's Auxiliary: A Men's Auxiliary may be organized by the authorization of the Department Commander on the application of not less than twenty-five (25) persons eligible to membership in accordance with the National By-Laws of the Veterans of Foreign Wars of the United States.

Jurisdiction by Post: No Men's Auxiliary shall be formed until approved by a two-thirds (2/3) vote of the members of the Post present at a stated meeting or special meeting, due notice of proposed formation having been given to the entire membership of the Post at least one week prior to such meeting. Each Men's Auxiliary shall be assigned the name and number of the Post with which it is affiliated and subject to the control of the Post whose name and number it bears.

Charter: The application for a charter shall be made in writing on a form provided by the Department of Delaware, Veterans of Foreign Wars, Headquarters. It shall contain the name and number of the proposed Men's Auxiliary and its location, which shall be the same as the name, number and location of the Post with which it is affiliated. The charter application must be approved by the Post Commander, after which it shall be forwarded to the Department Commander for approval, accompanied by the charter fee.

Upon signing an application for a charter for a Men's Auxiliary, each prospective applicant shall pay an amount to be determined by the Post sponsoring the Auxiliary, which amount shall include the Department's Per Capita Dues.

Before obligation, each applicant shall execute and submit an application card and pay dues in full as required for the current membership year.

All Men's Auxiliary charters shall be signed by the Department Commander, countersigned by the Department Adjutant, and shall bear the Department seal. Names of members accepted during the charter period shall be listed in alphabetical order. The charter shall remain open until such time it is submitted to Department Headquarters for approval.

Institution: Upon authorization of a charter to a Men's Auxiliary, the Department Commander shall authorize the institution of said Men's Auxiliary in accordance with the regulation usages of this organization.

The Post Commander of the Post having jurisdiction over the Men's Auxiliary shall designate the instituting officer who shall make certain that the officers of the new Men's Auxiliary are instructed in their respective duties. Each new Men's Auxiliary shall be instituted within sixty (60) days of the date of the charter as authorized by the Department Commander. If not instituted within sixty (60) days from the date of authorization, such authorization shall be rescinded, in which event the total charter fee shall be forfeited. No Men's Auxiliary shall be instituted with less than ten (10) qualified members present. However, dues of at least twenty-five (25) members must be paid and transmitted following the institution for the purpose of electing officers. If a selection of officers is made prior to institution such selection must be ratified at a meeting before officers are installed.

Instituting Officer: Following the institution of the Men's Auxiliary, the instituting officer shall certify to the Department of Delaware Headquarters that the Men's Auxiliary has been instituted in due form. This confirmation should include time and date of meetings, name and address of President, Secretary, Treasurer and names of all the other officers installed and number of men obligated. The instituting officer shall also assist the Men's Auxiliary Treasurer in preparing the first transmittal for forwarding Department dues for each member with the transmittal form provided in the installation kit.

Surrender or Forfeiture of Charter: 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 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 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.

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 the property of the post having jurisdiction.

Regular and Special Meetings: Each Men's Auxiliary shall hold at least one (1) business meeting per month. The Men's Auxiliary President may call a special meeting whenever, in his opinion, the same may be necessary for the welfare of the Men's Auxiliary. The Men's Auxiliary President shall call a special meeting upon request in writing signed by six (6) members in good standing. The Men's Auxiliary Secretary shall notify all members in writing of the time and place of any special meeting and of the business to be transacted. Such notice shall be postmarked at least seventy-two (72) hours in advance of the time set for the meeting. No business shall be transacted in any special meeting except for which the meeting was called.

Quorum: Six (6) members in good standing shall constitute a quorum for the transaction of business at any meeting of the Men's Auxiliary. The six (6) members necessary to form a quorum shall be members in good standing of the Men's Auxiliary holding the meeting.

Reports: The President of the Men's Auxiliary shall, within thirty (30) days after induction into office, submit to the Post Commander and Department Headquarters, 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 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 National By-Laws, Department By-Laws and/or the Council of Administration, to the Department issuing the Charter, which information shall also be provided to National Headquarters.

Men's Auxiliary Officers:

Eligibility: Any member in good standing shall be eligible to any office in the Men's Auxiliary, of which he is a member. No member shall hold two (2) elective offices at the same time, but he may hold one (1) elective and one (1) or more appointed offices within the Men's Auxiliary.

The Secretary shall maintain a file, which will contain a copy of the proof of eligibility submitted by the Men's Auxiliary officers & members as outlined in Section 1302 of the Manual of Procedure.

Elected Officers: Elected officers shall include a President, Senior Vice President, Junior Vice President, Treasurer, Chaplain and three (3) Trustees. The secretary shall be appointed by the President.

When a Men's Auxiliary is first initiated, trustees shall be elected for the balance of the term. At the next regular election of officers, one (1) Trustee shall be elected to serve one (1) year, one (1) Trustee shall serve for two (2) years, and one (1) Trustee shall serve for three (3) years at the time of their election into office.

Officers shall be elected at the April meeting of the Men's Auxiliary each year for the ensuing year. Men's Auxiliary officers shall be installed at a regular or special meeting held during the month of May each year, to coincide with that of the Veterans of Foreign Wars membership year.

Internal Revenue Service Exemption: Each Men's Auxiliary shall be required to file an SS-4 Form and obtain an employer identification number. Each Men's Auxiliary will be covered by a blanket exemption under 501(C)3 secured by the Department of Delaware, Veterans of Foreign Wars of the United States.

Order of Business: The following order of business will be used by each Men's Auxiliary during their meetings.

1. Opening in due form — prayer, pledge of allegiance to the flag
2. Roll call of officers
3. Reading of membership applications
4. Ballot on candidates
5. Reading of the minutes of the previous meeting
6. Treasurer's report — receipts and disbursements
7. Reading of bills
8. Is there a brother or family of a brother in distress?
9. Report of all committees
10. Unfinished Business
11. New Business
12. Good of the Order
13. Closing of the meeting in due form — closing prayer and salute to the colors.

OPENING CEREMONIES

If an officer is unable to be present, he should notify the President. The President shall then appoint a member to fill his station before the meeting starts.

Opening of the Meeting: *President gives one rap of the gavel.*

President: Brothers, this Auxiliary meeting is called to order. The Officers will take their respective stations. All persons not Members of the Men's Auxiliary to the Veterans of Foreign Wars will kindly retire and the Guard, will close the door. *Allow no one to enter until the opening services have been concluded.*

Guard: Mr. President, your orders will be obeyed.

President: Guard satisfy yourself that all present are entitled to remain.
(Two raps and all members rise)

The Guard will examine each members dues card, assisted as directed by the President. If Assistant Guard assists, the Guard checks those to the President's right. Assistant Guard, those to the President's left. Those found in possession of the official Men's Auxiliary membership card for the current calendar year may be seated. The Guard then advances to the altar.

Guard: Mr. President, I find all, except those standing, in possession of the official membership dues card for the current calendar year.

President instructs the Treasurer to determine the status of members standing. Those who have not paid their current dues will be required to pay said dues or leave the meeting room.

President: Secretary, you will call the roll of the officers.

At the command of the President to call the roll, the Secretary calls the title and the name of each officer, who will respond with present. If no response is heard then the President will respond with "excused" or "absent".

After the roll is completed, the President raps twice and all members rise.

President: Attention! Chaplain you will deliver the opening prayer.

Chaplain proceeds to the Altar facing the President and, taking one step forward, reverently opens the Bible and places it in the center of the Altar.

Chaplain: Almighty God, we thank Thee for bringing us together for this meeting. Inspire us to worthy deeds and sound decisions and direct us toward the attainment of our goals. We pray Thee to bless and protect us and all of our people. Guide us on the path to unity and harmony that we may serve Thee and Thy people in keeping with Thy holy will. Help us to realize our duties toward the Veterans of Foreign Wars. Amen.

All respond, Amen. Chaplain returns to his seat.

President: Attention! Brothers, you will join me in the Pledge of Allegiance to the flag of the United States of America. (A heart salute is used.) Present Arms.

"I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

Order Arms

Brothers, we are assembled again to transact business of our mutual benefit. Remember the duty we owe one another and do not let petty jealousies or trivial personalities influence our deliberations so that our country will be better than we have existed.

One rap (members are seated).

President: I now declare the Men's Auxiliary to VFW Post # _____ duly open for the transaction of such business as may properly come before it. Guard, admit any members in waiting that may be worthy.

Order of Business:

1. Opening in due form — prayer, pledge of allegiance to the flag
2. Roll call of officers
3. Reading of membership applications
4. Ballot on candidates
5. Reading of the minutes of the previous meeting
6. Treasurer's report — receipts and disbursements
7. Reading of bills
8. Is there a brother or the family of a brother in distress?
9. Report of all committees
10. Unfinished Business
11. New Business
12. Good of the Order
13. Closing of the meeting in due form — closing prayer and salute to the Colors.

Introduction of Guests Any members from another Auxiliary, Post /District / Department Officers, etc.

Reading and Referring for Applications for Membership:

Any new, reinstated or transfer membership applications should be read followed by a report from the investigating committee and voting by the members in attendance.

Initiation: If candidates are present, then an initiation should be performed.

Reading of minutes of the previous meeting:

President: Secretary, you will now read the minutes of the previous meeting. Secretary proceeds to read the minutes.

Are there any additions, corrections or deletions? Hearing none, the minutes will stand approved as read.

(If corrected then say — The minutes will stand approved as corrected.)

Treasurer's Report as of the Last Meeting:

President: The next order of business is the reading of the Treasurer's Report. The Treasurer gives his report as from the last meeting.

Is there any discussions or questions pertaining to the Treasurer's Report that was given? If not, the Treasurer's Report will be filed subject to audit.

Reading of Bills:

President: Treasurer, are there any bills. Bills to be read by the treasurer and acted upon.

Reading of Communications:

President: The next business in order is the reading of communications by the Secretary.

Report of all Committees:

President: The next order of business is reports from all committees. Commander calls on committee chairman for their report.

(Audit Report — Reports should be made at the meetings In July, October, January and April by the Trustees)

Before beginning Unfinished Business or as close to 9:00 P.M. as possible, the National Home Prayer should be said.

Unfinished Business:

President: The next business in order is Unfinished Business. Is there anything to come to the floor under Unfinished Business. (The Secretary should be prepared to remind the President of any Unfinished Business.)

New Business:

President: The next business in order is New Business. Is there anything to come to the floor under New Business. (Under New Business — Draping of the Charter — which is located under another section of this booklet, Election of Officers, spending money, etc.)

Good of the Order:

President: The next business in order is Good of the Order. Is there anything to come to the floor under Good of the Order. (New members and distinguished guests should be invited to speak, any suggestions for the good of the organization is brought up at this time.)

Closing Ceremonies:

President: Is there anything further to come before this meeting? (Pause.) If not, this concludes our business. Chaplain, you will deliver the closing prayer.
Two raps, the Chaplain takes his position at the Altar.

President: Parade rest.

Chaplain: Glory to You our Lord and our God as we behold the blessings You have given us as citizens of the United States of America. We thank You Lord for this blessed and bountiful land. Help us to renew our loyalty to this great country and enable us to rededicate ourselves in faith to Thy service. We beg of Thee to preserve our Auxiliary so that we may come together again. Amen. *Chaplain closes the bible.*

President: Attention! Salute the colors (Place right hand over the heart). Present arms (short pause) order arms.

We are about to leave this meeting. Let us endeavor to so regulate our conduct that it will reflect credit on ourselves and bring honor to our organization. I now declare this meeting of the Men's Auxiliary to VFW Post # _____ closed. Our next regular meeting will be

(One rap of the gavel)

INITIATION CEREMONY

MEN'S AUXILIARY

President: Guard, are there any candidates to be admitted?

Guard: Mr. President, we have ___ recruits ready to take the oath. They are (read the names of all candidates present)

President: Secretary, have the recruits been duly proposed and elected?

Secretary: They have.

President: Treasurer, have all dues been paid?

Treasurer: They have.

President: Guard, escort the candidate(s) into the room. Two raps of the gavel is given.

The Guard opens the door and is followed in by the candidate(s) walking to a position in front of the Altar with the Guard to the left and the candidate(s) to his right as they face the President.

Guard: Mr. President, I present (read name of candidates) who have been voted into membership in our Men's Auxiliary and now await your instructions.

President: We, the members of the Men's Auxiliary to the Veterans of Foreign Wars have formed ourselves into an organization for the assistance of those who fought in defense of our country and those depending upon them, who may need our aid. Each member is expected to respond to any call of any member of our Auxiliary or member of the Post who may be in need. I will now administer to you the obligation of our organization.

The President advances to a position in front of the Altar facing the candidate(s) to administer the obligation. He shall raise his right hand also while giving the obligation.

President: You will raise your right hand, using your name where I use mine and repeat after me. In the presence of Almighty God — and the members of this organization here assembled — I, _____, do of my own free will and accord — solemnly promise — that I will never wrong or defraud this organization — nor a member thereof — nor permit either to be wronged — if in my power to prevent it. I will be faithful to the United States of America, - obedient to the laws, - and loyal to the flag. Should my membership with this organization cease in any way – I will consider this obligation – as binding outside of this organization – as though I had remained a member. All this I promise and pledge- as a loyal citizen of our great republic.

President: Parade Rest.

Chaplain: Almighty God, we ask Thy blessings upon these men who have now become fellow members. May our ties foster among us an enduring friendship and loyalty. Grant that henceforth they may be spared for a useful life, to the honor and glory of Thy Holy Name. Amen.

President: Attention! (*Pointing to the Bible.*) Behold, the Great Guide of all good citizens regardless

of creed or birth. In it you will find the precepts of true friendship and citizenship to which we all aspire.

(Pointing to the flag.) Behold, the flag of the United States, the flag our country. It is your duty to uphold it at all times, in all places, that its glorious folds and its traditions may be preserved.

I extend to you my hand in friendship, assuring you that in our organization you will find help and friendship, just as you will give the same to others proved worthy of membership.

With our best wishes for your future, I commend you to the care of the members of our Men's Auxiliary who will now extend to you a hearty welcome.

Our meeting is at rest for three minutes to offer our new brother(s) a cordial welcome.

To resume business, the President raps the gavel two times.

INSTALLATION OF MEN'S AUXILIARY OFFICERS

(Installation comes under the head of new business. The President should call the installing officer to the chair and remain standing while being questioned)

Installing Officer: Mr. President, the term for which you and your subordinate officers were elected will terminate upon the date of installation of the State Commander. It is my duty to install your newly elected officers. Have the officers for the ensuing year been duly elected?

President: They have.

Installing Officer: Mr. Secretary, do you have on file proof of eligibility for all officers to be installed.

Secretary: I have.

Installing Officer: Have you the Charter in your possession?

President: I have.

Installing Officer: You will now surrender the gavel to me.
(President relinquishes the gavel to the installing officer.)

Installing Officer: Mr. President, your duties as presiding officer of the Men's Auxiliary of this Post will terminate following the State Convention. It is proper to remind you that, when you assume the chair of past President, it will be your duty to assist your successor with all the counsel and experience you have gained during your term of office. I now invite you to assist me in the installation ceremonies by presenting at the alter the officers-elect.
(if the President is to succeed himself the installing officer will appoint a past officer as aide-de-camp to assist him.)

Auxiliary Secretary: The secretary will read the names of the officers elect and the President (or aide-de-camp) will escort them to the alter starting with the president.
(The officers elect will be placed in a semi-circle facing the alter and the installing officer)

Installing Officer: Installing officer raises the gavel twice and asks everyone to please rise. Officers-elect of the Men's Auxiliary to VFW Post # _____ I will now administer to you the officer's obligation.

You will raise your right hand and repeat after me:

I do hereby solemnly promise - that I will faithfully discharge to the best of my ability - the duties of the office to which I have been elected or appointed - according to the By-Laws of the Veterans Foreign Wars of the United States - together with the By-laws of this Auxiliary. I solemnly promise - that at the close of the term to which I have been elected or appointed - or sooner if so ordered by proper authority - I will surrender immediately - to only the duly authorized person or persons - all records, money - or other properties of this auxiliary - in my possession or under my control.

All this I freely promise - upon my honor as a loyal citizen - of our great republic. So help be God.

Installing Officer: Parade rest.
Retiring Chaplain (or acting Chaplain), you will deliver the prayer.

Installing Chaplain: Almighty God, our great guidance and Divine Protector, give Thy blessings upon those who have assumed office in this organization. We beseech Thee, O Lord, who are ever present amongst us, grant wisdom unto them, so that in their deliberations they continue to favor Thee, our glorious Country and to better our organization. May Thy strength sustain them. May Thy power preserve them. May Thy hand protect them in the faithful and fruitful performance of their duties. Guide and direct their hearts and minds so that they may better serve Thee and the Veterans of Foreign Wars. Amen.

Installing Officer: Officers remain standing, everyone else please be seated.

Guard, please escort the President to my right.

Guard, please escort the officers to their respective stations. Officers you will remain standing.

Installing Officer: Officers, you now occupy the positions of honor to which your brothers have elected you; the duties of which you will assume. Learn well the responsibilities entrusted to you so that you may intelligently discharge the duties you are to undertake.

(The installing officer may elaborate by calling each newly installed officer individually and instructing him briefly, as follows);

Senior Vice President, it will be your duty to assist the President in preserving order, to preside in his absence and to perform such other duties as may be required of you by the By-Laws. Learn well the duties of his office, so that in his absence you may feel yourself confident to take charge.

Junior Vice President, it will be your duty to assist the President and the Senior Vice President in preserving order; to preside in their absence, and perform such other duties as may be required of you.

Secretary, in appointing you as secretary, the president has shown confidence in your ability to assist him. You shall keep a true record of the proceedings of this Auxiliary and attend to all correspondence.

Treasurer, it will be your duty to take charge of and accurately account for the funds of this Auxiliary. You shall be the treasurer of all committees handling funds and shall be held accountable to the membership of this Auxiliary. You shall keep an updated record of all members. You shall render at each meeting an itemized report of all receipts and expenditures of this Auxiliary.

Chaplain, the members of this Auxiliary look to you for guidance. You shall be chairman of the visiting committee. It will be your duty to comfort the sick and disabled members of this Auxiliary and to perform such other duties as may be required of you by the laws of this organization.

Guard, it shall be your duty at each meeting to see that all those present are entitled to remain. You shall guard the door to see that only those eligible are allowed to enter.

Trustees, it will be your duty to make correct audits and reports of the Auxiliary records as prescribed by the By-Laws.

Mister President, this Auxiliary is about to be placed in your charge, and much of its success will depend on you. Guard well its interests, so that you may fill your high office acceptably.

As President, it shall be your duty: to conduct all meetings: to appoint any needed committees: and to carefully and fully understand the principles of this organization, since it is your duty to enforce

its laws and usages.

I now place in your charge the Charter of the Men's Auxiliary to VFW Post #_____, Veterans of Foreign Wars of the United States. You are now personally responsible for its safety. I present you with this gavel, the emblem of authority. Use it firmly, but with discretion. I now formally place this Auxiliary in your charge for the ensuing year.

Men of the Auxiliary I now present to you the officers that you have chosen. With your help, this term of office will be successful.

Mister President, officers and members of the Men's Auxiliary to VFW Post #_____, Veterans of Foreign Wars of the United States, I proclaim the officers duly installed, and this Men's Auxiliary in working order for the ensuing year.

Congratulations!!!!

Duties of the Men's Auxiliary Officers:

President:

The President shall preside at all meetings and enforce a strict observance of the By-Laws of the Men's Auxiliary to the sponsoring Post and all orders from proper authority.

The President shall enforce strict observance of the laws and usages of this organization, including Post and Department By-Laws and all lawful orders from proper authorities.

Insist that Men's Auxiliary 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 embarrassment upon the Auxiliary or to the membership of the Veterans of Foreign Wars of the United States.

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

He shall appoint a secretary, any 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.

It shall be his duty to see that the office of the Treasurer is bonded with an indemnity company in a sum at least equal to the amount of funds and value of property for which, so far as can be anticipated, the Treasurer may be accountable. The membership shall approve the bond premium paid from their funds. The President shall hold a copy of the bond as proof.

The President shall countersign all checks drawn by the Treasurer for disbursement of money by motion made and passed at a meeting.

The President within thirty (30) days after assuming the duties of his office shall submit to the Post Commander an itemized report of the financial and membership status of his Auxiliary.

Vice-Presidents:

Vice Presidents shall, when called upon, assist the President by counsel or otherwise, and in his absence or disability they shall discharge the duties of his office according to rank. If neither of them is present to take the President's office, the Secretary or any Past President will call the meeting to order and the members shall elect a President pro-tem.

Secretary:

The President shall appoint a Secretary and the Secretary shall keep in books or files:

1. The current By-Laws of the Men's Auxiliary.
2. A record of all the proceedings of each meeting of the Men's Auxiliary, shall be kept in an orderly fashion with corrections made thereon in the margin. The manner in which the minutes of the Auxiliary meetings are entered shall be at the discretion of the Auxiliary by a vote of the membership. The Treasurer's reports and the audit reports must be maintained with the minutes.

3. All communications from Department or Post Officers are official and shall be read at a meeting before being filed for reference.
4. A roll of deceased members with a record of the date of their death.
5. A Record Book in which shall be kept the names of rejected applicants and expelled members.

The Secretary shall attest by his signature all written actions of the Men's Auxiliary and attend to all matters of correspondence under the direction of the President.

He shall transfer to his successor, without delay, all papers, books and other property of the Men's Auxiliary in his possession.

Treasurer:

The Treasurer shall be the treasurer of all Auxiliary Committees handling funds.

He shall, at the end of his term of office, or sooner if so ordered by proper authority, transfer to his successor without delay, all paper work, books, money, and other property of the Men's Auxiliary in his possession.

The Men's Auxiliary Treasurer shall hold all funds and securities belonging to the Auxiliary. He shall order all supplies and have charge of all emblems for the Men's Auxiliary purchased from the National Headquarters by vote of the Auxiliary.

The Auxiliary shall keep four funds, a General Fund, a Relief Fund, a Department Dues Fund and a Post Dues Fund, if levied. These funds shall be maintained in one checking account. An Auxiliary may also have a savings and investment accounts upon approval of the membership. The Treasurer shall account for all funds in the Auxiliary books. Various accounts may be set up under the General Fund in a bound ledger, cashbook, or in a computerized system and printed when needed. He shall collect all money due the Men's Auxiliary and give a receipt for all cash.

Any restricted funds may only be expended for the purpose for which they were received.

He shall credit his dues account with a sum equal to the Department and Post dues. He shall immediately make a report for those members who have paid their dues and send it to the Post and Department Quartermasters. The member's name, address, and telephone number should be accompanied by a remittance made payable to the Post and Department covering in full the annual dues on the member's card enclosed. All money shall be remitted at least once monthly.

The Treasurer's report shall be given following the reading of the minutes and shall include in detail, all receipts and disbursements of the last meeting and pre-approved customary expenses since the last meeting. No motion to accept this report is necessary.

General Fund in a bound ledger, cashbook, or in a computerized system and printed when needed. He shall collect all money due the Men's Auxiliary and give a receipt for all cash.

Trustees:

It shall be the duty of the Trustees, no later than thirty (30) days following the expiration of each quarterly period, to properly audit the books and records of the Men's Auxiliary Treasurer and Secretary,

and to read and submit a detail report in writing of such audits to their Auxiliary to be incorporated in the minutes. A motion to accept the audit is required.

First Quarter Audit shall be made in April and covers the months of January, February, and March.

Second Quarter Audit shall be made in July and covers the months of April, May, and June and shall be performed with both the outgoing and incoming Treasurer and Trustees present.

Third Quarter Audit shall be made in October and covers the months of July, August, and September.

Fourth Quarter Audit shall be made in January and covers the months of October, November, and December.

They shall quarterly record the date of the audit made and certify by their signatures in all books that the books and records were found correct.

The Senior Trustee (1 Year) serves as Chairman and shall call the meetings for the audits. Audit reports must be incorporated in the minutes but the Secretary may read only the balance.

A copy of the Auxiliary audit must be sent to the Department Headquarters.

Chaplain:

The Chaplain shall be chairman of the Visiting Committee of the Auxiliary. He shall, with the assistance of such other members as may be appointed by the President, visit the sick and disabled members of the Auxiliary and make a report to the membership concerning the same.

He shall perform such duties in connection with his office as the President or the Men's Auxiliary By-Laws may require.

Guard:

The President shall appoint a Guard.

The Guard shall take his place at the door of the room in which the meeting is held and shall admit only those who are entitled to attend. He shall never leave his position at the door while the meeting is in session, unless relieved by someone appointed by the Presiding Officer to fill his station.

Notify the President of the presence of all distinguished guests who may be awaiting admittance.

Draping of the Charter

MEN'S AUXILIARY

If the Auxiliary Charter is not permanently displayed, it should be placed in front of the President's station before the meeting starts. Charters should be draped for thirty days for all deceased members.

President: Guard, you will obtain the drape in preparation for draping of our charter.

The Guard obtains the drape and proceeds to the Altar.

President: (Raps gavel twice) Brothers, rise and face our charter. Guard, you will now drape our charter in memory of our Brother(s) who has (or have) passed on.

Guard proceeds to the charter and places the drape.

President: (While the Guard is draping the charter the President will say the following) By draping our charter, we as members of the Men's Auxiliary to VFW Post # _____ offer solemn tribute to our departed brother(s) _____ (say name(s)).

The Guard returns to his station.

President: Parade rest, Chaplain.

Chaplain stands in front of Altar facing the President.

Chaplain: Our Heavenly Father, enable us, we pray, to put our trust in You that we may obtain mercy in this time of need. Amen.

President raps gavel once to seat the members and continues with the meeting.

INSTITUTION CEREMONY

Men's Auxiliary

Instituting Officer: Brothers, sisters and Comrades, I have been authorized by the State Commander to institute this Men's Auxiliary in accordance with the By-Laws of the Veterans of Foreign Wars of the United States.

Brothers, I am satisfied that all the Charter members of the Men's Auxiliary to VFW Post # _____, Veterans of Foreign Wars are eligible for membership as provided by the By-Laws. As I call each charter member's name, if you are present, please line up in front of the altar.

(Roll Call of Charter Members)

Instituting Officer: Brothers, you have expressed the desire to be enrolled in our ranks, but before being admitted to membership you will be required to take a solemn obligation, one which will not conflict with any duty you owe your country or your family. Knowing this, are you still willing to become members of this order?

Everyone please rise!

You will raise your right hand, pronounce your name when I pronounce mine, and repeat after me.

In the presence of Almighty God and the members of this order here assembled – I, _____, do of my own free will and accord, solemnly promise and declare that:

I will bear true allegiance to the Constitution of the United States of America and I will always be loyal thereto.

I do further solemnly promise and declare that I will comply with the By-Laws of this order and I will always be loyal thereto that I will never wrong nor defraud this organization nor a member thereof nor permit any wrong to be done to either if in my power to prevent it.

I will never make known to anyone not authorized to receive it any of the work of this order. Should my affiliation with the Men's Auxiliary to VFW Post # _____, Veterans of Foreign Wars of the United States cease in any way I will consider this obligation as binding outside of the organization as though I had remained a member of the same.

All this I promise and pledge upon the honor of a true brother and a citizen of our great republic.

Parade rest. The Chaplain will deliver the blessing.

Chaplain: Almighty God, we ask Thy blessing upon these our brothers who now become fellow members. May our union foster among us an enduring brotherhood and a spirit of mutual loyalty and support in every walk of life. May these brothers dedicate and devote their lives to Thy service, and to assisting the Veterans of Foreign Wars to which we owe the many freedoms that we enjoy today, grant that henceforth they may be spared for a useful life, and enable them to honor all brothers and comrades in Thy Holy Name. Amen.

Instituting Officer: Everyone please be seated.

As you were! Brothers, I congratulate and welcome you as members of our organization.

Your success or failure will depend entirely upon the wisdom and energy with which you administer the affairs of your Auxiliary. Always remember that you will have in your Auxiliary brothers of all ages, persons who have had a great variety of experiences from many walks of life.

Extend at all times the spirit of true brotherhood to the individuals who serve with you, to their families and to the memory of those who have passed to their final resting place.

Then, in compliance with and by authority of the State Commander, I now declare this Men's Auxiliary to VFW Post # _____, Veterans of Foreign Wars of the United States, duly instituted and entitled to all rights and privileges of our organization, so long as its members comply with the By-Laws of our great order.

Men of the Auxiliary you may now be seated.

The information provided in this booklet has been approved by the Council of Administration, Department of Delaware, Veterans of Foreign Wars.

Any changes to these guidelines and policies must be approved by a two-thirds (2/3) vote of the members of the Department of Delaware, Council of Administration. Such changes will be sent to every duly chartered Men's Auxiliary unit within the Department of Delaware.

ATTESTED:

Clinton A Slack

State Commander

OFFICIAL

Paul R Phillips, Jr
State Adjutant

IRS FORM 990 DISCLOSURE REGULATIONS

General Rule:

All tax exempt organizations must make their **Application for Tax Exemption** and **IRS Tax Form 990's for the last three (3) years** available for public inspection without charge at their principal offices during business hours.

Unless the Application and IRS Form 990's are "widely available" (available on the world wide web), an exempt organization ***must*** provide copies of all or any part of its **Application for Tax Exemption** and **IRS Tax Form 990's for the last three (3) years** to any person who makes a written request for them, subject to the payment of a reasonable fee (\$1.00 for the first page and \$.15 for each additional page and actual postage).

990 Includes:

IRS Tax Form 990, 990EZ and all schedules and attachments and **990's** which was either due or filed, whichever is later, more than three (3) years before the date of the request need not be disclosed.

No Permanent Office:

If the exempt organization does not maintain a permanent office, it can make the documents available for inspection at a reasonable location of its choice within two weeks after receiving a request or it may mail them to the requester. If it mails them, it can make a reasonable charge for copying and postage, but only if the recipient consents to the charge.

Rights of the Exempt Organization:

When documents are made available for personal inspection, the exempt organization can have somebody present, ***but*** must let the inspecting individuals take notes and bring in their own copying equipment.

Must provide copies of requested documents that day, unless it is an unreasonable burden (lateness of day, multiple copies), in which case they must be provided on the next day.

Can charge a reasonable fee not to exceed what the Internal Revenue Service charges (now \$1.00 for initial page and \$.15 for each additional page). Must take cash or money order in payment, but may take checks, credit cards, etc.

Can have an agent, if in proximity, handle the inspection.