

Discussion with District Presidents and Officers

May 24, 2021

Most of the discussion tonight is to help the District Presidents get comfortable with things. Department officers input is always appreciated, but please keep it to the end so we do not overwhelm the District Presidents, and are able to cover all the items we need to handle tonight.

There will be a Thursday evening (5:30-8 pm) meeting for the District Presidents training. Department Officers are invited and welcome but the major emphasis of that will be training for the District Presidents and to go over the Budget with them so they understand it before their C of A on Saturday Afternoon.

Here are some things I want to go over today

Face Book – You all have a page but two have not joined the District Presidents Page yet. Please do. When there are things to discuss with only you, that is where you may find it. Please make a habit of checking at least that page, the Department Auxiliary page and Department Chairmanship page no less than every other day.

Emails- These are sent out quite often so please also check for emails from the office and me on a regular basis and always check spam folders to see if there is something that went there.

Mileage – Nicole CANNOT finish the budget with out this. Round trip from your house to each auxiliary in your district and to the farthest away of your District meetings. The mileage to and from your auxiliary should be that of the person (not you) making that official visit.

District Installation Report to the Office (email to Nicole or Cindy or fax it to office). As of this morning there are 4 missing. Ask your District Secretary where it is. (9, 10,11,12)

District Audits – These must be completed at or before each District meeting. This is in the By-Laws.

Your Biography needs to be sent to Nicole for the Department Web Site. Go look and see what is typical.

The White Packet – Nicole will go over this

C of A (Council of Administration) Script - We will go over the one that is for Saturday night. In the future these are sent by Department Secretary a week or so before each Council meeting.

Binder – We tried to give you a large enough size so you can put things you want in them. Hopefully by now all have received them. Gloria and Della's are coming to convention. It was set up with dividers to make it easier on you. These come to EVERY meeting we have.

Dress Code – You will be given a dress code and number of nights lodging allowed by email for each conference. This is for meetings. Other events a suggested dress code is given. If we forget to tell you please ask us. For Zoom meetings, unless it is a C of A, there normally is no dress code required.

Malta – This is where you can check on a regular basis your District standings in Membership as well as many more things

Department Web Site – This is a great asset. Please become familiar with it.

Outline for a President's Book

- Bond Receipt
- Copy of Warrant/Installation Report
- Copy of 990
- Copy of Officers
- Copy of Chairman
- **Divider**
- Auxiliary President Monthly Meeting Outline (Blank)
- Auxiliary Meeting Outline (Traditional)
- Auxiliary Meeting Outline (Round Table)
- Auxiliary Meeting Outline (Contemporary-No Floor Work)
- Secretary Meeting Minute Outline
- **Divider**
- Guidelines for District President Official Visit
- Auxiliary Official Visit Report Form (Blank)
- VFW Auxiliary Meeting Challenges & Solutions
- Copy of what a 990 Looks like
- MALTA- What Members can and can't do
- RU Healthy- To-Dos and Deadlines
- **Divider**
- Due Dates of Audits
- Blank Audit form
- Relief Fund Guide
- Where to send Checks
- Auxiliary Pin Order Form
- National Home Life Membership Application
- Camp Trotter Life Membership Application
- Cancer Grant Application
- **Divider**
- Quarterly Report form (Blank)
- Copies of ALL Guide Sheets
- Copies of ALL Bulletin
- **Divider**
- Copies of Official Visit Report
- Copies of special Mailings
- Copies of Any Flyers that you use

MICHIGAN DEPARTMENT VFW AUXILIARY

District # _____

Auxiliary # _____

Date _____

President _____

Phone (____) _____

Address _____

City _____

Zip _____

Email _____

Sr. Vice President _____

Phone (____) _____

Address _____

City _____

Zip _____

Email _____

Jr. Vice President _____

Phone (____) _____

Address _____

City _____

Zip _____

Email _____

Secretary _____

Phone (____) _____

Address _____

City _____

Zip _____

Email _____

Treasurer _____

Phone (____) _____

Address _____

City _____

Zip _____

Email _____

Chaplain _____

Phone (____) _____

Address _____

City _____

Zip _____

Email _____

Conductress _____

Phone (____) _____

Address _____

City _____

Zip _____

Email _____

Guard _____

Phone (____) _____

Address _____

City _____

Zip _____

Email _____

1 Year Trustee _____

Phone (____) _____

Address _____

City _____ Zip _____

2 Year Trustee _____

Phone (____) _____

Address _____

City _____ Zip _____

3 Year Trustee _____

Phone (____) _____

Address _____

City _____ Zip _____

Keep one copy of form for the Auxiliary President, send a copy to your District President and one to the Department Office.

Michigan Department VFW Auxiliary Appointed Chairman 2021-2022

District # _____ Auxiliary # _____

Keep one copy of this form for the Auxiliary President and send a copy to your District President and the Department Office following installation of officers.

AMERICANISM/PATRIOTIC INSTRUCTOR	Phone:
Chairman	
Address	Email:
BUDDY POPPY / NATIONAL HOME	Phone:
Chairman	
Address	Email:
CHIEF OF STAFF	Phone:
Chairman	
Address	Email:
COMMUNITY OUTREACH	Phone:
Chairman	
Address	Email:
HOSPITAL	Phone:
Chairman	
Address	Email:
LEGISLATIVE	Phone:
Chairman	
Address	Email:
MEDIA RELATIONS	Phone:
Chairman	
Address	Email:
MENTORING FOR LEADERSHIP	Phone:
Chairman	
Address	Email:
MEMBERSHIP	Phone:
Chairman	
Address	Email:
SCHOLARSHIPS	Phone:
Chairman	
Address	Email:
VETERANS & FAMILY SUPPORT	Phone:
Chairman	
Address	Email:
YOUTH ACTIVITIES / CAMP TROTTER	Phone:
Chairman	
Address	Email:

JUNE REMINDERS

- Department Convention - Take requested flags for Presentation
- Prepare continuous dues for parade of Transmittals
- Election of National Convention Delegates and Alternates (1 for each 50 members or fraction thereof)
- Flag Day - June 14 Fly your American and POW-MIA Flags

Call to Order: Time _____ AM PM

Inspection of Dues Cards by the Conductress - Number present _____

Roll Call: Name substitutes as Officers fail to respond to Roll Call _____

Presentation of Colors and Ritualistic Opening

ALWAYS HAVE THE COLORS PRESENTED

Guests: Ask Department Officers, if any, to retire. Escort with colors. Department Chairman, District and Council officers and members are introduced from their chairs.

Names and office _____

1. Reading and referring of Petitions for Membership.

Candidate

Investigating Committee Named

_____ Ch _____
_____ Ch _____

2. Report of Investing Committees _____
3. Voting on Candidates _____
4. Initiation _____
5. Reading of the Minutes of the previous meeting
Corrections _____ Approved _____
6. Treasurer's Report Balance on hand \$ _____
7. Presentation of Bills. Total amount \$ _____
8. Reading of Official & other Communications - General Orders No. _____ MI. Messenger No. _____
Others _____
9. Reports of Committees, Standing and Special: (Notes below on each report)

Chairman Reports

Audit Report - _____

Motion by _____ Seconded by _____ M/C or M/L

10. UNFINISHED BUSINESS

11. NEW BUSINESS:

Motion on Delegates allowance for National Convention, if any

Election of Delegates and Alternates to National Convention

Delegates

Alternates

Vote to pay Presidents Registration fee for National Convention so Auxiliary will have a copy of the National Programs

12. Report of the Trustees and action thereon

Trustee _____ Seconded _____ Action _____

13. Suggestion for the Good of the Order

REMARKS BY VISITORS

14. Closing Ceremonies: Date of next meeting _____

JULY REMINDERS

Independence Day - July 4 Fly Your American and POW/MIA Flag
Report of Department Convention Delegates
Preparation and distribution of National Convention Credentials
Michigan Day – VFW National Home for Children
Hospital Visits
Reminder - Treasurer's Bond - Notice to come from National
Distribute Guide Sheets
Prepare Membership and Delinquent list ready to begin Dues Collection. START Campaign to collect
DUES - July 1st. Appoint Membership and Delinquent Committee
Second quarter Audit - Covering April, May, June audit to be completed and sent to Department by July 30

Call to Order: Time _____ AM PM

Inspection of Dues Cards by the Conductress - Number present _____

Roll Call: Name substitutes as Officers fail to respond to Roll Call _____

Presentation of Colors and Ritualistic Opening

Guests: Ask Department Officers, if any, to retire. Escort with colors. Department Chairman, District and Council officers and members are introduced from their chairs.

Names and office _____

1. Reading and referring of Petitions for Membership.

Candidate

Investigating Committee Named

_____ Ch _____

_____ Ch _____

2. Report of Investing Committees _____

3. Voting on Candidates _____

4. Initiation _____

5. Reading of the Minutes of the previous meeting

Corrections _____

Approved _____

6. Treasurer's Report Balance on hand \$ _____

7. Presentation of Bills. Total amount \$ _____

8. Reading of Official & other Communications - General Orders No. _____ MI. Messenger No. _____

Others _____

9. Reports of Committees, Standing and Special: (Notes below on each report)

All Chairman: _____

Audit Report - _____

Motion by _____ Seconded _____ M/C or M/L

10. UNFINISHED BUSINESS

11. NEW BUSINESS:

Report of Department Convention Delegates

Report on Planning Meeting and Action Thereon

12. Report of the Trustees and action thereon

Trustee _____ Second _____ Action _____

13. Suggestion for the Good of the Order

REMARKS BY VISITORS

14. Closing Ceremonies: Date of next meeting _____

AUGUST REMINDERS

National Convention

Bond for the Office of Treasurer - Application comes from National

Hospital Visits, Etc.

Membership Drive

Call to Order: Time _____ AM PM

Inspection of Dues Cards by the Conductress - Number present _____

Roll Call: Name substitutes as Officers fail to respond to Roll Call _____

Presentation of Colors and Ritualistic Opening

Guests: Ask Department Officers, if any, to retire. Escort with colors. Department Chairman, District and Council officers and members are introduced from their chairs.

Names and office _____

1. Reading and referring of Petitions for Membership.

Candidate

Investigating Committee Named

_____ Ch _____

_____ Ch _____

2. Report of Investing Committees _____

3. Voting on Candidates _____

4. Initiation _____

5. Reading of the Minutes of the previous meeting

Corrections _____ Approved _____

6. Treasurer's Report Balance on hand \$ _____

7. Presentation of Bills. Total amount \$ _____

8. Reading of Official & other Communications - General Orders No. _____ MI. Messenger No. _____

Others _____

9. Reports of Committees, Standing and Special: (Notes below on each report)

Chairman Reports

Audit Report _____

Motion by _____ Seconded by _____ M/C or M/L

10. UNFINISHED BUSINESS

11. NEW BUSINESS:

Motion to bond the Office of the Treasurer

12. Report of the Trustees and action thereon

Trustee _____ Seconded _____ Action _____

13. Suggestion for the Good of the Order

REMARKS BY VISITORS

14. Closing Ceremonies: Date of next meeting _____

SEPTEMBER REMINDERS

Report of Delegates on National Convention

Send Cancer Quota and All Department Program Donations to Department Headquarters

Labor Day – (First Monday of the month) Patriot's Day – September 11 Constitution Day - September 17

National POW-MIA Recognition Day – (the third Friday of the month) – Fly your American and POW-MIA Flags
Membership Drive

Call to Order: Time _____ AM PM

Inspection of Dues Cards by the Conductress - Number present _____

Roll Call: Name substitutes as Officers fail to respond to Roll Call _____

Presentation of Colors and Ritualistic Opening

Guests: Ask Department Officers, if any, to retire. Escort with colors. Department Chairman, District and Council officers and members are introduced from their chairs.

Names and office _____

1. Reading and referring of Petitions for Membership.

Candidate

Investigating Committee Named

_____ Ch _____

_____ Ch _____

2. Report of Investing Committees _____

3. Voting on Candidates _____

4. Initiation _____

5. Reading of the Minutes of the previous meeting

Corrections _____ Approved _____

6. Treasurer's Report Balance on hand \$ _____

7. Presentation of Bills. Total amount \$ _____

8. Reading of Official & other Communications - General Orders No. _____ MI. Messenger No. _____

Others _____

9. Reports of Committees, Standing and Special: (Notes below on each report)

Chairman Reports:

Audit Report - _____

Motion by _____ Seconded by _____ M/C or M/L

10. UNFINISHED BUSINESS

11. NEW BUSINESS:

Reminder - Motion on Cancer Quota and Program Donations to Department

Pow-Wow Plans

12. Report of the Trustees and action thereon

Trustee _____ Seconded _____ Action _____

13. Suggestion for the Good of the Order

REMARKS BY VISITORS

14. Closing Ceremonies: Date of next meeting _____

OCTOBER REMINDERS

Continue campaign to collect DUES for next year in order to be 100%

Columbus Day - October fly your American Flag

Send VFW National Home for Children Christmas Cheer/ Health & Happiness Quota
of \$.10 per Member Minimum to National Headquarters

Third Quarter Audit covering July, August, September audit to be completed and sent into Department by October 30

"Get out the Vote" Campaign for general election

Call to Order: Time _____ AM PM

Inspection of Dues Cards by the Conductress - Number present _____

Roll Call: Name substitutes as Officers fail to respond to Roll Call _____

Presentation of Colors and Ritualistic Opening

Guests: Ask Department Officers, if any, to retire. Escort with colors. Department Chairman, District and Council officers and members are introduced from their chairs.

Names and office _____

1. Reading and referring of Petitions for Membership.

Candidate

Investigating Committee Named

_____ Ch _____
_____ Ch _____

2. Report of Investing Committees _____

3. Voting on Candidates _____

4. Initiation _____

5. Reading of the Minutes of the previous meeting

Corrections _____ Approved _____

6. Treasurer's Report Balance on hand \$ _____

7. Presentation of Bills. Total amount \$ _____

8. Reading of Official & other Communications - General Orders No. _____ MI. Messenger No. _____

Others _____

9. Reports of Committees, Standing and Special: (Notes below on each report)

Chairman Reports

Audit Report - _____

Motion by _____ Seconded by _____ M/C or M/L

10. UNFINISHED BUSINESS

11. NEW BUSINESS:

Motion to pay Health & Happiness Quota of \$.10 minimum per member. Based on membership as of June 30th.

12. Report of the Trustees and action thereon

Trustee _____ Seconded _____ Action _____

13. Suggestion for the Good of the Order

REMARKS BY VISITORS

14. Closing Ceremonies: Date of next meeting _____

NOVEMBER REMINDERS

National Hospital Day - November 11

Veterans Day - November 11 – Fly Your American and POW-MIA Flags

Dues Collection Events – Recruiter Day, Parties, Breakfasts, contests, etc.

Thanksgiving Day - last Thursday of the month – Fly Your American and POW-MIA Flag

Call to Order: Time _____ AM PM

Inspection of Dues Cards by the Conductress - Number present _____

Roll Call: Name substitutes as Officers fail to respond to Roll Call _____

Presentation of Colors and Ritualistic Opening

Guests: Ask Department Officers, if any, to retire. Escort with colors. Department Chairman, District and Council officers and members are introduced from their chairs.

Names and office _____

1. Reading and referring of Petitions for Membership.

Candidate

Investigating Committee Named

_____ Ch _____
_____ Ch _____

2. Report of Investing Committees _____

3. Voting on Candidates _____

4. Initiation _____

5. Reading of the Minutes of the previous meeting

Corrections _____ Approved _____

6. Treasurer's Report Balance on hand \$ _____

7. Presentation of Bills. Total amount \$ _____

8. Reading of Official & other Communications - General Orders No. _____ MI. Messenger No. _____

Others _____

9. Reports of Committees, Standing and Special: (Notes below on each report)

Chairman Reports

Audit Report - _____

Motion by _____ Seconded by _____ M/C or M/L

10. UNFINISHED BUSINESS

11. NEW BUSINESS:

Reminder - Cancer Quota has been paid and Department Program donations.

12. Report of the Trustees and action thereon

Trustee _____ Seconded _____ Action _____

13. Suggestion for the Good of the Order

REMARKS BY VISITORS

14. Closing Ceremonies: Date of next meeting _____

DECEMBER REMINDERS

DUES COLLECTION by personal calls, to be 100% paid by Dec. 31st and receive a National Award
Pearl Harbor Day - December 7 - Fly Your American Flag
Christmas Day – December 25th fly your American Flag Plan Christmas parties
Check for payment of Quotas and Special funds for Auxiliary Achievement status report
GET DECEMBER DUES REPORT IN ON OR BEFORE DECEMBER 20th

Call to Order: Time _____ AM PM

Inspection of Dues Cards by the Conductress - Number present _____

Roll Call: Name substitutes as Officers fail to respond to Roll Call _____

Presentation of Colors and Ritualistic Opening

Guests: Ask Department Officers, if any, to retire. Escort with colors. Department Chairman, District and Council officers and members are introduced from their chairs.

Names and office _____

1. Reading and referring of Petitions for Membership.

Candidate

Investigating Committee Named

_____ Ch _____
_____ Ch _____

2. Report of Investing Committees _____

3. Voting on Candidates _____

4. Initiation _____

5. Reading of the Minutes of the previous meeting

Corrections _____ Approved _____

6. Treasurer's Report Balance on hand \$ _____

7. Presentation of Bills. Total amount \$ _____

8. Reading of Official & other Communications - General Orders No. _____ MI. Messenger No. _____

Others _____

9. Reports of Committees, Standing and Special: (Notes below on each report)

Chairman Reports

Audit Report - _____

Motion by _____ Seconded _____ M/C or M/L

10. UNFINISHED BUSINESS

11. NEW BUSINESS:

12. Report of the Trustees and action thereon

Trustee _____ Seconded _____ Action _____

13. Suggestion for the Good of the Order

REMARKS BY VISITORS

14. Closing Ceremonies: Date of next meeting _____

JANUARY REMINDERS

Martin Luther King Jr Day (third Monday of the month) - Fly Your American Flag
Start collection of DELINQUENT DUES
Start new and reinstated membership drive to make quota of new members
Mid-Winter Conference – Voice of Democracy and Patriot's Pen Banquet
Fourth Quarter Audit covering October, November, December
Audit to be completed and sent to Department by January 30

Call to Order: Time _____ AM PM

Inspection of Dues Cards by the Conductress - Number present _____

Roll Call: Name substitutes as Officers fail to respond to Roll Call _____

Presentation of Colors and Ritualistic Opening

Guests: Ask Department Officers, if any, to retire. Escort with colors. Department Chairman, District and Council officers and members are introduced from their chairs.

Names and office _____

1. Reading and referring of Petitions for Membership.

Candidate

Investigating Committee Named

_____ Ch _____
_____ Ch _____

2. Report of Investing Committees _____

3. Voting on Candidates _____

4. Initiation _____

5. Reading of the Minutes of the previous meeting

Corrections _____ Approved _____

6. Treasurer's Report Balance on hand \$ _____

7. Presentation of Bills. Total amount \$ _____

8. Reading of Official & other Communications - General Orders No. _____ MI. Messenger No. _____

Others _____

9. Reports of Committees, Standing and Special: (Notes below on each report)

Chairman Reports

Audit Report - _____

Motion by _____ Seconded by _____

10. UNFINISHED BUSINESS

11. NEW BUSINESS:

12. Report of the Trustees and action thereon

Trustee _____ Seconded _____ Action _____

13. Suggestion for the Good of the Order

REMARKS BY VISITORS

14. Closing Ceremonies: Date of next meeting _____

FEBRUARY REMINDERS

President Day (third Monday of the month) - Fly Your American Flag
Lincoln's Birthday - February - Fly Your American Flag
Washington's Birthday - February - Fly Your American Flag

Call to Order: Time _____ AM PM

Inspection of Dues Cards by the Conductress - Number present _____

Roll Call: Name substitutes as Officers fail to respond to Roll Call _____

Presentation of Colors and Ritualistic Opening

Guests: Ask Department Officers, if any, to retire. Escort with colors. Department Chairman, District and Council officers and members are introduced from their chairs.

Names and office _____

1. Reading and referring of Petitions for Membership.

Candidate

Investigating Committee Named

_____ Ch _____
_____ Ch _____

2. Report of Investing Committees _____

3. Voting on Candidates _____

4. Initiation _____

5. Reading of the Minutes of the previous meeting

Corrections _____ Approved _____

6. Treasurer's Report Balance on hand \$ _____

7. Presentation of Bills. Total amount \$ _____

8. Reading of Official & other Communications - General Orders No. _____ MI Messenger No. _____

Others _____

9. Reports of Committees, Standing and Special: (Notes below on each report)

Chairman Reports

Audit Report - _____

Motion by _____ Seconded by _____ M/C or M/L

10. UNFINISHED BUSINESS

11. NEW BUSINESS:

Report on Mid-Winter Conference

12. Report of the Trustees and action thereon

Trustee _____ Seconded _____ Action _____

13. Suggestion for the Good of the Order

REMARKS BY VISITORS

14. Closing Ceremonies: Date of next meeting _____

revised 1/21

MARCH REMINDERS

ELECTION OF DISTRICT DELEGATES AND ALTERNATES (1 for every 15 members and fraction thereof)

(Must be elected 30 days prior to District Convention)

Set date for Annual Report completion and mail before April 25th

Call to Order: Time _____ AM PM

Inspection of Dues Cards by the Conductress - Number present _____

Roll Call: Name substitutes as Officers fail to respond to Roll Call _____

Presentation of Colors and Ritualistic Opening

Guests: Ask Department Officers, if any, to retire. Escort with colors. Department Chairman, District and Council officers and members are introduced from their chairs.

Names and office _____

1. Reading and referring of Petitions for Membership.

Candidate

Investigating Committee Named

_____ Ch _____
_____ Ch _____

2. Report of Investing Committees _____

3. Voting on Candidates _____

4. Initiation _____

5. Reading of the Minutes of the previous meeting

Corrections _____ Approved _____

6. Treasurer's Report Balance on hand \$ _____

7. Presentation of Bills. Total amount \$ _____

8. Reading of Official & other Communications - General Orders No. _____ MI. Messenger No. _____

Others _____

9. Reports of Committees, Standing and Special: (Notes below on each report)

Chairman Reports

Audit Report - _____

Motion by _____ Seconded by _____ M/C or M/L

10. UNFINISHED BUSINESS

11. NEW BUSINESS:

Nomination and Election of District Delegates: (members in good standing)

District Delegates (1 for every 15 members or faction thereof)

Delegates

Alternates

12. Report of the Trustees and action thereon

Trustee _____ Seconded _____ Action _____

13. Suggestion for the Good of the Order

REMARKS BY VISITORS

14. Closing Ceremonies: Date of next meeting _____

APRIL REMINDERS

General Election of Officers

PRESIDENT-ELECT shall send "Request for Installing Officer" to the Headquarters immediately after election.

Vote to purchase Past Officers' Jewels

ELECTION OF DISTRICT DELEGATES AND ALTERNATES (1 for every 15 members and fraction thereof)

(Must be elected 30 days prior to District Convention)

First quarterly Audit covering January, February, March Audit to be completed and sent to Department by April 30

Call to Order: Time _____ AM PM

Inspection of Dues Cards by the Conductress - Number present _____

Roll Call: Name substitutes as Officers fail to respond to Roll Call _____

Presentation of Colors and Ritualistic Opening

Guests: Ask Department Officers, if any, to retire. Escort with colors. Department Chairman, District and Council officers and members are introduced from their chairs.

Names and office _____

1. Reading and referring of Petitions for Membership.

Candidate _____

Investigating Committee Named _____

Ch _____

2. Report of Investing Committees _____

3. Voting on Candidates _____

4. Initiation _____

5. Reading of the Minutes of the previous meeting

Corrections _____ Approved _____

6. Treasurer's Report Balance on hand \$ _____

7. Presentation of Bills. Total amount \$ _____

8. Reading of Official & other Communications - General Orders No. _____ MI Messenger No. _____

Others _____

9. Reports of Committees, Standing and Special: (Notes below on each report)

Chairman Reports

Audit Report - _____

Motion by _____ Seconded by _____ M/C or M/L

10. UNFINISHED BUSINESS

11. NEW BUSINESS:

NOMINATION AND ELECTION OF AUXILIARY OFFICERS

Count off for number of votes _____

Jr. Vice President _____

Majority required for Election _____

Treasurer _____

Appointment of Judge _____

Chaplain _____

Tellers _____

Conductress _____

Open Nominations Call three times after nominations before closing

Guard _____

Trustee (3yr.) _____

President _____

Sr. Vice President _____

Turn over request for Installing Officer and Chairman's Appointment to the President-Elect at once

Motion to allow installing Officer's Expense (if outside Auxiliary)

12. Report of the Trustees and action thereon

Trustee _____ Seconded _____ Action _____

13. Suggestion for the Good of the Order

REMARKS BY VISITORS

14. Closing Ceremonies: Date of next meeting _____

MAY REMINDERS

INSTALLATION of Officers (may be a special meeting and may be public) Read Sec. 806 of the National By-Laws,
Installation of Officers
ELECTIONS of Delegates and Alternate to the Department Convention (1 Delegate and Alternate for each 30
members and fraction thereof as of election date)
Send list of Delegates and Alternates to Department Headquarters with Delegates and President's fee.
REMINDER: place a check mark next to the Delegates name who WILL be attending the convention.
Loyalty Day - May 1 Fly Your American Flag
Mother's Day (2nd Sunday of the month) Fly Your American Flag
Buddy Poppy Campaign (Remember the Dead by Helping the Living)
Memorial Day - May 30 (last Monday of month) Fly Your American Flag and POW/MIA Flags

Call to Order: Time _____ AM PM

Inspection of Dues Cards by the Conductress - Number present _____

Roll Call: Name substitutes as Officers fail to respond to Roll Call _____

Presentation of Colors and Ritualistic Opening

Guests: Ask Department Officers, if any, to retire. Escort with colors. Department Chairman, District and Council officers and members are introduced from their chairs.

Names and office _____

1. Reading and referring of Petitions for Membership.

Candidate _____

Investigating Committee Named _____

Ch _____

2. Report of Investing Committees _____

3. Voting on Candidates _____

4. Initiation _____

5. Reading of the Minutes of the previous meeting

Corrections _____ Approved _____

6. Treasurer's Report Balance on hand \$ _____

7. Presentation of Bills. Total amount \$ _____

8. Reading of Official & other Communications - General Orders No. _____ MI. Messenger No. _____

Others _____

9. Reports of Committees, Standing and Special: (Notes below on each report)

Chairman Reports

Audit Report - _____

Motion by _____ Seconded by _____ - M/C or M/L

10. UNFINISHED BUSINESS

11. NEW BUSINESS:

Announcement of Appointments by President-Elect

Announcement by President-Elect of Planning meeting date and place

Vote to determine expenses to be allowed to attend convention, if any, before election

Election of Delegates and Alternates for Department Convention. The Auxiliary shall elect and report 1 Delegate and 1 Alternate for each 30 members or fraction thereof based on membership as of date of election.

Delegates _____

Alternates _____

Vote to send Delegate fees (\$5.00 each Delegate and \$5.00 for President). Send to Department Headquarters

Report on DISTRICT CONVENTION by District Delegates

12. Report of the Trustees and action thereon

Trustee _____ Seconded _____ Action _____

13. Suggestion for the Good of the Order-REMARKS BY VISITORS

14. Closing Ceremonies: Date of next meeting _____

AUXILIARY PRESIDENT MONTHLY MEETING OUTLINE

Call to Order: Date: _____ Time _____ AM PM

Inspection of Dues Cards by the Conductress - Number present _____

Roll Call: Name substitutes as Officers fail to respond to Roll Call

Presentation of Colors and Ritualistic Opening

Guests: Ask Department Officers, if any, to retire. Escort with colors, Department Officers, & District President

Introduction of Guests: Department Chairman, and other guests

Names and office

1. Reading and referring of Petitions for Membership.

Candidate

Investigating Committee Named

2. Report of Investing Committee _____

3. Voting on Candidates

4. Initiation

5. Reading of Minutes of the previous meeting

Corrections _____

Approved _____

6. Treasurer's Report Balance brought forward \$ _____ Receipts \$ _____
Disbursements \$ _____ Balance on hand this meeting \$ _____

7. Presentation of Bills. Total amount \$ _____

8. Reading of Official & Other Communications – (National, Department, District, etc)
Michigan Connection _____ Chief of Staff Bulletin _____

9. Reports of Committees, Standing and Special:

Veterans and Family Support

Americanism/Patriotic Instructor

Auxiliary Community Outreach

Buddy® Poppy/VFW National Home for Children

Chief of Staff

Historian/Media Relations

Hospital

Legislative

Membership

Mentoring for Leadership

Scholarships

Youth Activities (includes Camp Trotter)

Other Reports

Audit Report:

Motion by _____ Seconded by _____

10. UNFINISHED BUSINESS

11. NEW BUSINESS:

Charter Draped:
Election of Officers

12. Report of the Trustees and action thereon

Trustee _____ Seconded _____ Action _____

13. Suggestions for the Good of the Order (Instructions by Patriotic Instructor; and new members and guests should be invited to speak at this time)

14. Closing Ceremonies:

Date of next meeting _____

TRADITIONAL AUXILIARY MEETING OUTLINE

Updated 4/1/2016-page 19 in the Ritual

PLEASE TURN OFF YOUR CELL PHONES OR PUT THEM ON VIBRATE.

1. OPENING CEREMONIES

ONE RAP

President: This Auxiliary Meeting is called to order. The Officers will take their respective stations. All persons not members of the Veterans of Foreign Wars Auxiliary will kindly retire.

President: Mister/Madam Guard, close the doors and allow no one to enter until the opening services have been concluded.

Guard: Mister/Madam President, your orders have been obeyed.

President: Mister Conductor/Madam Conductress (and Assistant Conductor/Conductress), satisfy yourself that all present are entitled to remain.

TWO RAPS

Conductor/Conductress: Mister/Madam President, I find all, except those standing, in possession of the official membership dues card for the current calendar year.

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

President: Mister/Madam Secretary, you will call the roll of Officers.

THREE RAPS

President: Color Bearers, secure and present to colors.

Conductor/Conductress: About face, march.

Guard: Mister/Madam President, the colors.

TWO RAPS

President: You will admit them. Salute!

Conductor/Conductress: Two's (2), right face!

After placement of Flag and Banner, the President gives command:

President: Attention!

Conductor/Conductress: Two's (2), left, march!

After the Chaplain reverently opens the bible:

President: The Chaplain will now offer the opening prayer.

Conductor/Conductress: Color Bearers, Altar position.

President: Parade Rest.

OPENING PRAYER

ALL: Amen

President: Attention!

Conductor/Conductress: Color Bearers, right and left face, forward march!

Conductor/Conductress: About face.

Patriotic Instructor: Let us be ever mindful of our duties as members of the Veterans of Foreign Wars of the United States Auxiliary, to see that our Flag is never desecrated and to teach the people of our land what this means and to see that all are instructed in the pledge to the Flag.

President: You will salute and give pledge to the Flag.

I PLEDGE ALLEGIANCE to the Flag of the United States of America and to the Republic for which it stands, (pause) one nation under God (pause) INDIVISIBLE (pause) with LIBERTY and JUSTICE FOR ALL.

President: We will now sing the National Anthem, SALUTE!

*Oh, say, can you see by the dawn's early light,
What so proudly we hailed at the twilight's last gleaming?
Whose broad stripes and bright stars thru' the perilous fight,
O'er the ramparts we watch'd were so gallantly streaming;*

*And the rockets' red glare, the bombs bursting in air,
Gave proof thru' the night that our Flag was still there.
Oh say, does that star-spangled banner yet wave
O'er the land of the free, and the home of the brave?*

President: Attention!

Brothers and Sisters, by dispensation of Divine Providence, we have been permitted to assemble again in this room and I trust that the business transacted here will be for our mutual pleasure and benefit. Remember the duty we owe one another and if we thus carry out daily the lessons and principles taught in this Auxiliary room, our country will be better that we have existed. Let all our actions be for the greater glory of our cause.

President: Officers, take your stations.

Conductor/Conductress: Color Bearers, right and left face, march!

Conductor/Conductress: Color Bearers, about face!

THREE RAPS

President: I now declare this Auxiliary meeting open for the transaction of such business as may properly come before it. Mister/Madam Guard admit any member who may be in waiting.

2. ESCORT AND INTRODUCTION OF NATIONAL AND/OR DEPARTMENT OFFICERS *(See page 26 for further instructions)*

President: Mister/Madam Conductress, you will retire and escort our _____ into the room.

TWO RAPS

Guard: Mister/Madam President, the Conductress with our Department Representative.

President: Let's give our _____ a big welcome to our Auxiliary.

(If you have any National Officers or Chairmen, other Department Officers, Past Department Presidents, OR Current District Presidents from other districts to escort, ask your Conductress to retire and escort your other guests into the room. Then introduce your first guest. If there is no one to escort after the Department Representative, then introduce your Representative.

THREE RAPS

3. READING AND REFERRING OF APPLICATIONS FOR MEMBERSHIP

President: Mister/Madam Secretary, do we have any applications for membership?

(Secretary reads names of applicants.)

4. REPORT OF INVESTIGATING COMMITTEE

President: We will now have the report of the investigating committee.

5. VOTING ON CANDIDATES

President: If there is no objection, we will have a voice vote to accept this candidate.

President: Mister/Madam Secretary, you will notify the applicant (or applicants) to present him/herself for initiation at the proper time.

6. INITIATION *(See page 70 for Member Initiation)*

7-8. PRESENTATION OF MINUTES AND OFFICIAL AND OTHER COMMUNICATIONS *(Manner of presentation is by the vote of the Auxiliary)*

President: We will now have the presentation of the minutes of the previous meeting.

Are there any corrections? If NONE ----**The Minutes will stand approved as read.**

If corrected ---**The minutes stand approved as corrected.**

President: We will now have the presentation of official and other communications by the Secretary.

9. TREASURER'S REPORT

President: Mister/Madam Treasurer, please present the Treasurer's Report.

President: Is there any discussion pertaining to the Treasurer's report? If not, the Treasurer's Report will be filed subject to audit.

10. PRESENTATION OF BILLS

President: We will now have the presentation of any bills.

(Bills read by the Secretary)

11. INTRODUCTION OF GUESTS, WHO ARE NOT ESCORTED:

(Department Chairman, members from other Districts or states, State Commander's Wife.) (Get this down on paper before the meeting.)

_____	_____
_____	_____
_____	_____
_____	_____

12. REPORTS OF COMMITTEES, STANDING AND SPECIAL

President: Reports of Committees, standing and special, is the next business in order.

Veteran and Family Support		Legislative	
Americanism/Patriotic Instructor		Membership	
Camp Trotter		Scholarships	
Hospital		Youth Activities	
(Any special committees)			

AUDIT REPORT

Given by the trustees and is the only report accepted by motion.

13. UNFINISHED BUSINESS

President: Next we will have Unfinished Business.

14. NEW BUSINESS

President: The next order of Business is New Business.

(Under new Business - Draping of Charter, Election Officers, etc.) Nominations and Elections of Officers are outlined on pages 34 to 40 in the ritual.

15. REPORT OF TRUSTEES

President: We will now have the Report of Trustees.

Trustee: We have examined the bills and move that they be paid.

16. SUGGESTIONS FOR THE GOOD OF THE ORDER

(The Department Representative and other guests should be invited to speak at this time.)

17. CLOSING CEREMONIES

President: Is there anything further to come before this meeting? (Pause)
If not, this concludes our business. Officers present yourselves at the Altar for the closing ceremonies.

TWO RAPS

Conductor/Conductress: Color Bearers, Altar position.

President: Parade Rest!

CLOSING PRAYER

ALL: AMEN (Chaplain closes the Bible)

President: ATTENTION!

Conductor/Conductress: Color Bearers, right and left face, forward march!

Conductor/Conductress: About face.

President: We are about to leave this Auxiliary room. Let us endeavor to so regulate our conduct that it will bring honor to our organization. I now declare this meeting closed with the retiring of the Colors. The next meeting will be _____.

Conductor/Conductress: About face, march.

Conductor/Conductress: Two's (2), right face!

The Patriotic Instructor steps forward, salutes the Flag. As he/she salutes, President gives command:

President: Salute!

Conductor/Conductress: Two's (2) left, march.

President: Attention!

ONE RAP

(The President will give one rap to indicate adjournment)

Meeting adjourned at: _____

ROUND TABLE AUXILIARY MEETING OUTLINE **(revised 1/7/2021)**

(Per Page 9 of the 2020 Bylaws and Ritual)

This meeting version includes no floor work or ritual, and is designed to use members' time as efficiently as possible.)

At the wish of the Auxiliary, meetings may be conducted according to *Demeter's Manual of Parliamentary Law and Procedure*; thus a Roundtable Meeting is held.

The following items must be included in the Roundtable Meeting:

- Checking Dues Cards
- Roll Call of Officers
- Opening Prayer
- Pledge
- Minutes
- Treasurer's Report
- Chairman Reports
- Old Business
- New Business
- Closing Prayer

CONTEMPORARY AUXILIARY MEETING OUTLINE

(No floor work is done with this version.)

Updated 9/4/18-page 10 in the Ritual

PLEASE TURN OFF YOUR CELL PHONES OR PUT THEM ON VIBRATE.

1. OPENING CEREMONIES

ONE RAP

President: We welcome all members and guests. All are reminded that only members of this Auxiliary may participate in discussion and voting.

President: Mister/Madam Guard, close the doors and allow no one to enter until the opening ceremonies have been concluded.

Guard: Yes, Mister/Madam President.

President: Mister Conductor/Madam Conductress (and Assistant Conductor/Conductress), satisfy yourself that all present are entitled to remain.

TWO RAPS

Conductor/Conductress: Mister/Madam President, I find all, except those standing, in possession of the official membership dues card for the current calendar year.

If someone is standing President instructs 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: Mister/Madam Secretary, please call the roll of Officers.

President: Officers, present yourselves at the Altar for the Opening Services.

TWO (2) RAPS

After the Chaplain reverently opens the bible:

President: Chaplain will now offer the opening prayer. Parade Rest.

OPENING PRAYER

Chaplain: As we gather here today as members of the VFW Auxiliary, we pray that we are ever mindful of opportunities to render our services to veterans. Guide us in our deliberations that we may make sound decisions for our Auxiliary.

ALL: Amen

President: Attention!

Patriotic Instructor: Let us be ever mindful of our duties as members of the Veterans of Foreign Wars of the United States Auxiliary, to see that our Flag is never desecrated and to teach the people of our land what this means and to see that all are instructed in the pledge to the Flag.

President: You will salute and give pledge to the Flag.

I PLEDGE ALLEGIANCE to the Flag of the United States of America and to the Republic for which it stands, (pause) one nation under God (pause) INDIVISIBLE (pause) with LIBERTY and JUSTICE FOR ALL.

President: We will now sing the National Anthem, SALUTE!

*Oh, say, can you see by the dawn's early light,
What so proudly we hailed at the twilight's last gleaming?
Whose broad stripes and bright stars thru' the perilous fight,
O'er the ramparts we watch'd were so gallantly streaming.
And the rockets' red glare, the bombs bursting in air,
Gave proof thru' the night that our Flag was still there.
Oh say, does that star-spangled banner yet wave
O'er the land of the free, and the home of the brave?*

President: Attention!

President: We have been permitted to assemble again in this room and I trust that the business transacted here will be for our mutual benefit. Remember the duty we owe one another and if we carry out daily the lessons and principles taught in this Auxiliary room, our country will be better that we have existed. Let all our actions bring honor to our cause.

President: Officers, please return to your stations.

THREE RAPS

President: I now declare this Auxiliary meeting open for the transaction of such business as may properly come before it. Mister/Madam Guard admit any member who may be in waiting.

2. BRINGING IN AND INTRODUCTION OF GUESTS

President: Mister/Madam Conductress, you will retire and bring our _____ into the room.

(District President, when making her official visit, will be escorted first and alone. If you have any National Officers or Chairmen, other Department Officers or Chairmen, or Past Department Presidents, or District Presidents from other Districts, ask your Conductress to retire and escort your other guests into the room. Then introduce your first guest. If there is no one to escort after the Department Representative, then introduce your Representative.

_____	_____
_____	_____
_____	_____
_____	_____

3. READING AND REFERRING OF APPLICATIONS FOR MEMBERSHIP

President: Mister/Madam Secretary, do we have any applications for membership?

(Secretary reads names of applicants.)

4. REPORT OF INVESTIGATING COMMITTEE

President: We will now have the report of the investigating committee.

5. VOTING ON CANDIDATES

President: If there is no objection, we will have a voice vote to accept this candidate.

President: Mister/Madam Secretary, you will notify the applicant (or applicants) to present him/herself for initiation at the proper time.

6. INITIATION *(See page 70 for Member Initiation)*

7-8. PRESENTATION OF MINUTES AND OFFICIAL AND OTHER COMMUNICATIONS *(Manner of presentation is by the vote of the Auxiliary)*

President: We will now have the presentation of the minutes of the previous meeting.

Are there any corrections? If NONE ----The Minutes will stand approved as read.

If corrected ---The minutes stand approved as corrected.

President: We will now have the presentation of official and other communications by the Secretary.

9. TREASURER’S REPORT

President: Mister/Madam Treasurer, please present the Treasurer’s Report.

President: Is there any discussion pertaining to the Treasurer’s report? If not, the Treasurer’s Report will be filed subject to audit.

10. PRESENTATION OF BILLS

President: We will now have the presentation of any bills.
(Bills read by the Secretary)

11. INTRODUCTION OF GUESTS

(Department Chairman, members from other Districts or states, and non-Auxiliary guest). (Get this down on paper before the meeting.)

_____	_____
_____	_____
_____	_____
_____	_____

12. REPORTS OF COMMITTEES

President: Reports of Committees, standing and special, is the next business in order.

Veteran and Family Support		Legislative	
Americanism/Patriotic Instructor		Mentoring for Leadership	
Buddy Poppy/National Home		Membership	
Chief of Staff		Scholarships	
Historian/Media Relations		Youth Activities/Camp Trotter	
Hospital			
		(any special committees)	

AUDIT REPORT

Given by the trustees and is the only report accepted by motion.

13. UNFINISHED BUSINESS

President: Next we will have Unfinished Business.

14. NEW BUSINESS

President: The next order of Business is New Business.

(Under new Business - Draping of Charter, Election Officers, etc.) Nominations and Elections of Officers are outlined on pages 34 to 40 in the ritual.

15. REPORT OF TRUSTEES

President: We will now have the Report of Trustees and action thereon.

Trustee: We have examined the bills and move that they be paid.

16. SUGGESTIONS FOR THE GOOD OF THE ORDER

(The Department Representative and other guests should be invited to speak at this time.)

17. CLOSING CEREMONIES

President: Is there anything further to come before this meeting? (Pause)

If not, this concludes our business. Officers, please present yourselves at the Altar for the closing ceremonies.

TWO RAPS

President: Parade Rest!

CLOSING PRAYER

Chaplain: We are thankful to come together for the good of our veterans. We pray for strength to continue to strive to serve others. Please bless us in our work until we meet again.

ALL: AMEN (Chaplain closes the Bible)

President: ATTENTION!

President: I would like to remind us all of our purpose as an Auxiliary, which is to serve veterans and their families. Let each of us treat one another with respect and kindness at all times. I now declare this meeting closed. The next meeting will be _____.

ONE RAP

Meeting adjourned at: _____

SECRETARY MEETING MINUTE OUTLINE

A regular (or special) meeting of _____ Veterans of Foreign Wars
United States Auxiliary to Post No. _____, was called to order (date) _____ at
(time) _____ in the VFW hall (location) _____, by President
_____, with _____ members present. Visitors present
were _____
_____.

All officers answered roll call with the exception of _____, chair filled by
_____, _____, chair filled by _____.

Opening ceremonies were held in accordance with the Ritual.

Petitions for membership:

_____, with eligibility under _____ and recommended
by _____.

_____, with eligibility under _____ and recommended
by _____.

Investigating committee: _____, _____, and _____ had
found _____ with everything in order and recommended their membership. They
were accepted (or rejected).

Initiation of Auxiliary member _____ took place after which a short recess
was declared to welcome the member into the Auxiliary.

Minutes of the previous meeting were read and approved (or corrected and approved with
corrections ordered).

Treasurer's Report (must be written or typed and pasted into the minutes)

Balance brought forward from last report: \$ _____

Total Receipts: \$ _____

Total Disbursements \$ _____

Balance as of this meeting \$ _____

Presentation of bills:

_____ Totaling \$ _____

Official Communications were read: Michigan Connection # _____ and communications
from: _____

Reports of Committees, Standing and Special:

Veterans and Family Support

Americanism

Auxiliary Community Outreach

“Buddy Poppy®”/VFW National Home for Children

Chief of Staff

Historian/Media Relations

Hospital

Legislative

Membership

Mentoring for Leadership

Scholarships

Youth Activities (includes Camp Trotter)

Special Committees:

Audit report given by Trustee # _____, _____ read as follows:

Audit report for period of _____ to _____

(Copy of Audit must be written or typed and pasted into the minutes)

_____ moved and _____ seconded to approve the Audit.

MC/MD

Unfinished Business:

New Business: (Draping the Charter first, Elections, etc)

Charter was draped for _____ who went to her/his heavenly home on _____, 20__.

New Business Continued:

_____ moved and _____ seconded _____

_____ MC

_____ moved and _____ seconded _____

_____ MC

_____ moved and _____ seconded _____

_____ MC

_____ moved and _____ seconded _____

_____ MC

Senior Trustee _____ reported that the Trustees have examined the bills and found them correct and moved that the bills be paid. Seconded by _____ and MC.

Suggestions for the Good of the Order:

Closing ceremonies were conducted according to the Ritual and the meeting was adjourned to reopen _____.

Loyally Submitted:

Date minutes read and approved _____

UNWAVERING SUPPORT



FOR UNCOMMON HEROES®

Veterans of Foreign Wars Auxiliary

Guidelines for Auxiliary President for Official Visit by District President

Expectations for your VFW Auxiliary Official Visit depend upon your perspective. Perspectives differ between the District President traveling to an unfamiliar Post Home and the VFW Auxiliary President anxiously awaiting her District President to observe what goes on at the Auxiliary meeting. Below, you will find the basics of an Official Visit and how this Visit may be a positive experience.

BEFORE THE INSPECTION

Confirm with the District President the day, date and time for the Official Visit upon receipt of Your Official Visit Notice.

- Confirm with him/her any meals and if he or she is bringing any guests.
 - If a meal is served prior to the meeting, do allow the one (1) hour time for the actual inspection.
 - If a meal or dessert is served after a meeting, please be considerate of the hour.
 - If refreshments are not being served, let District President be aware of this as he or she may be coming directly from their workplace and/or traveling a great distance.

Please see to it that the District President is introduced to the VFW Post Commander (if he/she is on the premises and available) prior to the start of the Inspection.

MEETING ROOM

- If the Conductor/Conductress is **not** present prior to arrival of District President, the Auxiliary President sees to setting up the meeting room seeing to the placement of the U.S. Flag, banner, and Patriotic Flag (POW/MIA flag or chair cover if your Auxiliary uses one), altar cloth, Bible and chairs according to style of meeting members **voted to have** (Roundtable, Contemporary or Traditional).
- The District President will sit to the right of Auxiliary President **after** being introduced by the Auxiliary President. (Conductor/Conductress should escort him or her to his or her place prior to the introduction).

AGENDA AND GAVEL

- Follow the agenda (Auxiliary Order of Business). Roundtable, Contemporary and Traditional meetings are located in the Ritual section of the *Podium Edition: Bylaws and Ritual*. Prior to your meeting night work up an agenda of items to be brought up in your meeting.
- Have the gavel present as an emblem of authority, but use it according to the Bylaws and with discretion.

BOOKS OF SECRETARY AND TREASURER

- Make sure these books are on hand and up to date. (Include books for Bingo if it is an activity of your Auxiliary. Books and banking information should be present as well as savings book/statements and/or CD statements.
- **All items** listed under Secretary and Treasurer are to be made available for District President's Inspection.

CHAIRMEN'S REPORTS

- If a Chairman is absent, the Auxiliary President should give a brief report on that program describing the participation of your Auxiliary and its members.

Under the Good of the Order – the Auxiliary President will present the District President to the membership for his or her remarks.

AFTER THE MEETING

- Make sure the District President has what her or she needs in order to complete their Official Visit report of your Auxiliary.
- Offer to see him or her to their car.
- If not done prior to start of Inspection, this would be a good time to have the District President to meet the Post Commander if he or she is available now.
- The District President **will** present a copy of the completed Inspection report to Auxiliary President before leaving the meeting place.

IN YOUR BRIEFCASE

- Current National Bylaws, Podium edition
- Roberts Rules of Order
- Current National Program Book
- Department Program Book
- President and Treasurer's Bond
- Department Roster
- Gavel
- Pen and Paper for Notes
- Agenda (list of items from unfinished business and ideas to bring up for discussion under new business)

Should the Treasurer and/or Secretary be unavailable for the Inspection – it is your responsibility to see that all items listed on Inspection Notice are in your possession and presented to District President for his or her signature.

Failure to provide items necessary to have a complete inspection will incur expenses from your Auxiliary treasury to have District President return to inspect missing items. (Other arrangements may be made to meet outside of meeting place to view the missing items required to be viewed by the District President.)

AUXILIARY OFFICIAL VISIT REPORT FORM**2021-2022**

DATE OF OFFICIAL VISIT: _____ AUX. # _____ DISTRICT # _____

AUXILIARY NAME: _____

LOCATION: _____

(Address) (City) (State & Zip) _____

Meeting Date: 1st _____ 2nd _____ 3rd _____ 4th _____ Last _____ (select Date)

Meeting Day: Mon Tues Wed Thurs Fri Sat Sun (Circle day)

Meeting Time: _____

Attendance: _____ Average Attendance last 3 months _____

Yes _____ No _____ Are those serving in the positions of President, Secretary, Treasurer and Trustees the same as that submitted on the original Report of Installation to the Department Secretary?

If No, complete the information (Member ID#, Name, Address, Phone Number and Email on a separate sheet and attach to Official Visit Form)

Is Business meeting set up as Traditional, Contemporary or Roundtable? Circle one.

1. How many regular business meetings are held in a year? _____ If less than 12, what are the blackout months? _____
2. Are **current** Bylaws & membership pin given to new members when they are obligated?
Yes _____ No _____
3. Is the *Michigan Connection* and Chief of Staff read when issued?
Yes _____ No _____
If you answered no on any of the above, did you instruct on proper procedure?
(explain) _____

PERTAINING TO THE OFFICE OF PRESIDENT:

1. Are meetings conducted according to the National Bylaws and Ritual?
Yes _____ No _____
2. Does the President have a **current** copy of the National Bylaws and Rituals?
Yes _____ No _____ (If no, what year? _____)
3. Is the President familiar with his/her duties? Yes _____ No _____
4. Are other Officers familiar with their duties? Yes _____ No _____
5. Is the Healthy Auxiliary Checklist being used? Yes _____ No _____
If you answered no on any of the above, did you instruct on proper procedure?
(explain) _____

PERTAINING TO THE OFFICE OF SECRETARY:

6. Are the Secretary's books kept according to the Booklet of Instructions?
Yes _____ No _____
7. Are the books of the Secretary audited according to the Bylaws? Yes _____ No _____
8. Are Secretary's books signed by the Trustees? Yes _____ No _____
9. Is the Secretary keeping a file of all Quarterly Reports? Yes _____ No _____
Electronically or printed copy. Circle one.

10. Are the following items incorporated into the minutes of the Secretary?

____Treasurer's Report ____Bond ____Audit

If you answered no on any of the above, did you instruct on proper procedure?
(explain)_____

PERTAINING TO THE OFFICE OF TREASURER/TRUSTEE:

11. Are the Treasurer's books kept according to the Booklet of Instructions?

Yes ____ No ____

12. Does the Treasurer read the Treasurer's report as a part of the Order of Business?

Yes ____ No ____

13. Did you see proof of the 990 being filed within the last 12 months? Yes ____ No ____

If no, contact the Department Office immediately.

14. Are all funds audited (i.e. Bingo, etc.)? Yes ____ No ____

15. Are all books/audits signed by the Trustees performing the audit? Yes ____ No ____

16. Is the quarterly audit read by the Trustees and acted upon at the meeting?

Yes ____ No ____

If you answered no on any of the above, did you instruct on proper procedure?
(explain)_____

PERTAINING TO APPOINTMENT OF CHAIRMEN:

17. Have Chairmen been appointed to correspond with National and Department Programs?

Yes ____ No ____

18. Did the Auxiliary President have his or her Chairmen promote programs or talk about program projects involving the members?

19. Are they participating in all the programs? Yes ____ No ____

20. Are all chairmen reporting on a quarterly basis? Yes ____ No ____

If you answered no on any of the above, did you instruct on proper procedure?
(explain)_____

R-reported	S-sent report	N-no report given	P-President reported
Veterans and Family Support			Media Relations
Americanism			Membership
Auxiliary Community Outreach			Mentoring for Leadership
"Buddy"® Poppy/National Home			Scholarships
Hospital			Youth Activities/Camp Trotter
Legislative			AUDIT REPORT

Do you consider this Auxiliary to be in good working order? Yes ____ No ____

Please give honest, unbiased answers to the above questions. You may use additional pages as necessary.

On a separate sheet, list any questions or concerns that arose during the Official Visit for which our Department needs to respond that will help or encourage this Auxiliary.

Instructions to District President/Inspector: (1) A copy of the Auxiliary Official Visit Form is given to the Auxiliary President at the time of Official Visit. (2) A copy is also sent to the Department Secretary, and (3) you keep a copy for your files.

District President or Inspecting Officer

Auxiliary President



R U Healthy? Auxiliary To-Dos and Deadlines

What Your Auxiliary Needs to Do:

Deadline:

Election of Officers, and Delegates and Alternates.

o April 30

Installation Report forwarded to Department and National Headquarters.

o June 30

Bond Application submitted for offices of President and Treasurer bonded with an indemnity company authorized by National Headquarters or the Department.

o August 31

Last quarterly audit and membership status of the VFW Auxiliary given to the Post Commander.

o Within 30 days of assuming the office of President

District Dues - Based on June 30 membership of prior year. (If applicable.)

o September 30

Audit Reports

Period 1/1 – 3/31 due by 5/31

Period 4/1 – 6/30 due by 8/31

Period 7/1 – 9/30 due by 11/30

Period 10/1-12/31 due by 2/28

o No later than the end of the month following the expiration of each calendar quarterly period

Project, promotion and/or donation in National Programs. See the National Program Book for goals, awards and more information.

o See the National Program Book and your Department Program Book for deadlines.

Minimum of ten members paid in order to maintain charter.

o February 1 of the current year

Hold at least ten business meetings per year.

o Between July 1 and June 30

VFW Auxiliary Meeting Challenges & Solutions



Challenge

Members do not know when the meeting is.

Solution

The day of the month, time and location of the meeting is voted on and approved by the members. The presiding officer closes the Auxiliary business meeting with "The next business meeting will be..."

Other suggestions for contacting members are telephone calls, e-mails, newsletters or postcards. If your Post and Auxiliary has a website, display this information front and center. Consider a Facebook page for your Auxiliary, an excellent (and FREE!) way to inform members and increase public awareness.

Our meetings are too long.

A prepared Order of Business/Agenda can help a meeting start and end on time. Business that can be transacted formally, such as making a motion and voting, keeps distractions at a minimum. If an event requires more discussion, invite members to stay after the business meeting for further discussion within.

Have a white board or separate piece of paper to create a "Parking Lot" to hold issues that need to be discussed in depth at a later time. This will table an issue and keep the meeting focused on the business at hand.

Consider the option of a roundtable or contemporary meeting. See the Ritual for guidelines.

Auxiliary Officers knowing their roles and duties beforehand will also help the meetings run faster and smoother.

There is no agenda.

The Ritual provides detailed outlines for conducting an official Auxiliary meeting. Prior to the meeting, the Auxiliary President can meet with the Secretary and Treasurer to draw up an agenda containing projects to be discussed, motions to be voted on and any other business. A written agenda will keep the meeting on track as the President moves efficiently through the Unfinished and New Business.

Challenge

There is too much socializing.

Certain members speak too many times.

Members see no reason to come or do not feel needed or involved.

We do not seem to get anything done for our veterans.

There is lack of respect for other members and too much gossip.

Solution

If socializing is an important part of your Auxiliary meeting, reserve a half hour prior to or a half hour following the scheduled meeting time for socializing. A designated social time allows the new and seasoned members to get acquainted, share ideas and enjoy one another's company. This reserved time fills this need while being courteous to members who prefer to attend meetings for the business session only.

Leadership of the President can help with membership participation. Encourage members to express their views while being respectful of everyone's input. Limit conversation to the topic at hand.

Increase involvement by asking for it! An Auxiliary function is the perfect opportunity to ask a member to participate or provide them with a "job." It feels good to be needed. Mentor a new member – offer to pick them up for a meeting or an event. Your personal contact will make a difference. An Auxiliary newsletter or e-mails are other communication tools to request volunteers. Each member has their own special talents; encourage and utilize their contributions.

Our eight National VFW Auxiliary Programs have veterans, their families and member-driven objectives. Educating members on these programs will create awareness and enthusiasm toward program goals. Auxiliary Chairman promotions and projects help provide program awareness and participation. Two communication tools available to all members are the e-newsletter with sign-up through the National VFW Auxiliary website and the VFW Auxiliary Programs Blog, which allows all members to read the latest information and ideas from the National Ambassadors in regards to their programs.

A good leader will set the dynamic of the meeting. Effective leadership techniques and a positive manner from the officers and chairmen will help alleviate the negative. Being diplomatic and fair to each member's comments and/or concerns is key.



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Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** VETERANS OF FOREIGN WARS OF THE US DEPT OF MICHIGAN AUXILIARY
- **EIN:** 382676038
- **Tax Year:** 2019
- **Tax Year Start Date:** 07-01-2019
- **Tax Year End Date:** 06-30-2020
- **Submission ID:** 10065520202313966285
- **Filing Status Date:** 08-18-2020
- **Filing Status:** Accepted



MANAGE FORM 990-N SUBMISSIONS

This is always
the year before.

For Example 2021 the
year will show 2020