

**DEPARTMENT OF FLORIDA, VETERANS OF FOREIGN WARS
MENS AUXILIARY RULES**

**ADOPTED BY THE COUNCIL OF ADMINISTRATION
Revised ~ June 2009**

The following information may be referred to when establishing a Men's Auxiliary in the State of Florida.

OBJECTS: The objects of the Men's Auxiliary shall be fraternal, patriotic, historical and educational, to assist the Posts and members thereof of the Veterans of Foreign Wars of the United States, and its own members whenever possible; to maintain true allegiance to the Government of the United States of America and fidelity to the Constitution and Laws; to foster true patriotism; to maintain and extend the institution of American freedom and equal rights and justice to all men and women; and to preserve and defend the United States of America from all her enemies whosoever.

FORMATION: A Post may, with the approval of two-thirds (2/3) of the Post membership present at a regular or special meeting, after due notice of proposed formation having been given to the entire membership of the Post, in writing, at least one week prior to such meeting, authorize the establishment of a Men's Auxiliary. The initial expense to establish a Men's auxiliary will be borne by the VFW Post who sponsors the unit.

Each Men's Auxiliary shall be assigned the name of the Post with which it is affiliated and subject to the control of the Post whose name and number it bears. Once the Post has approved the establishment of a Men's Auxiliary Unit it is highly recommended the Post amend their by-laws to allow the new subordinate unit.

A Men's Auxiliary may be formed by not less than twenty-five (25) persons eligible to membership in the Men's Auxiliary in accordance with the National by-laws of the Veterans of Foreign Wars of the United States. The Post Reviewing Committee will determine eligibility of all prospective members and the Post will vote on each applicant for membership.

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. All persons at the time of application and before being accepted for membership shall provide proof of eligibility. The eligibility record shall remain on file and become a permanent record of the unit. 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.

2. **Charter Kit.** Upon receiving a written request from the Post, the Department of Florida, Veterans of Foreign Wars will forward to the Post a Men's Unit Starter Kit. This kit will contain all forms necessary for the formation of the new Auxiliary.

3. **Charter Application.** The application for a charter shall be made in writing on form provided by the Department 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 Post Commander must approve the charter application. It shall be forwarded to the Department Commander for approval, accompanied by a charter fee of Fifty Dollars (\$50.00) upon signing an application for a charter for a new Men's Auxiliary. Each prospective new member shall pay an annual membership dues, which shall not be less than the minimum amount required to cover Department and/or Post dues. Before obligation, each applicant shall execute and submit an application card and pay dues in full as required for the current calendar 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 not more than ninety (90) days from the date of institution of the Men's Auxiliary.

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 made up by Department Headquarters containing all the names of the charter members and forwarded to the Post for presentation to the Men's Auxiliary.

5. **Membership Cards** All membership cards will be mailed to the Auxiliary Members directly from the National Headquarters. Membership will be based on the Veterans of Foreign Wars calendar year.

6. **Per Capita** The Department per capita for each member of the Men's Auxiliary shall be Nine Dollars (\$9.00). Men's Auxiliaries may set their own dues provided they cover any Post, Department and/or National per capita.

Institution Upon the 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 usage of this organization. The Post Commander of the Post having jurisdiction over the Men's Auxiliary shall designate the instituting officer who shall ascertain 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 days (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 (10) qualified members present. However, dues of at least twenty-five (25) members must be paid and transmitted to the Department Quartermaster. A meeting may be held immediately 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 the officers are installed.

Instituting Officers. Following the institution of the Men's Auxiliary, the instituting officer shall certify to Department Headquarters that the Men's Auxiliary has been instituted in due form. The confirmation should include Time & Date of meeting, name, and address of President, Secretary, Treasurer and names of all 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 dues for each member with the transmittal form provided in the Treasurers kit.

Surrender or Forfeiture of Charter. A Men's Auxiliary having less than fifteen (15) members in good standing on its roll, upon the approval of the Department Commander, shall be required to surrender its charter. A Post may, by a two-thirds 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 cancellation of the charter of its Men's Auxiliary, it shall certify the action in writing and forward it to the Department Commander. If, upon review of the matter, he believes that it is in the best interest of the Veterans of Foreign Wars of the United States to do so, the Department Commander shall direct to cancel the charter of the Men's Auxiliary.

The Department Commander may direct a suspension, for a period not to exceed sixty (60) days.

Men's Auxiliaries that surrender their charter ~ Post must wait one (1) year to re-establish another Men's Auxiliary or must submit a letter to the State Commander as to why they feel they should be able to re-establish another Men's Auxiliary within the one (1) year wait period.

Disposition of Property. In the event of 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.

Meetings, Regular and Special. 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 forty-eight (48) 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.

Standing Rules. Men's Auxiliary may establish standing rules to provide for certain expenses and disbursements between meetings provided such rules do not conflict with Department or Post By-Laws.

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 an itemized report of the financial and membership 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 will be read to the members assembled. A copy of this report will be forwarded to Department Headquarters. The Post having jurisdiction may require other reports, as they deem necessary to insure the unit is meeting the objectives of the Men's Auxiliary

Officers.

Eligibility. All members 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 of the Men's Auxiliary.

Elective Officers. Elected officers shall include a President, Sr. Vice President, Junior Vice President, Treasurer, Chaplain, and three (3) Trustees. When a Men's Auxiliary is first initiated, Trustees shall be elected for the balance of that term. At the next regular election of officers, one (1) Trustee shall be elected to serve one (1) year, one (1) Trustee to serve two (2) years and one (1) Trustee to serve three (3) years. Thereafter, a Trustee will be elected for a term of three (3) years at the time of election of officers. 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 during the months of May and/or June but prior to the VFW Department of Florida State Convention at a regular or special meeting.

The President, on the night of election or as soon thereafter as possible, shall appoint the Secretary and any other chairmen or committees as may be required by the unit's By-laws, or by vote of the unit membership. The President may appoint other Chairmen or committees, as he deems appropriate to properly conduct the affairs of the unit. The President retains authority to remove officers, committee chairmen and committee members appointed by him at any time.

Order of Business. Each Men's Auxiliary meeting will use the following order of business.

1. Opening in due form: prayer, pledge of Allegiance to the flag.
2. Roll call of officers.
3. Read and refer membership application.
4. Ballot on candidates.
5. Read minutes of previous meeting.
6. Treasurer's report: receipts and disbursements.
7. Read bills.
8. Report of Chaplain.
9. Report of all committees.
10. Unfinished business.
11. New business.
12. Closing in due form; closing prayer.

Rules: Men's Auxiliary units will establish their own by-laws which must be reviewed by the Sponsoring Post and Department Headquarters to insure they are not in conflict with Post, Department and National by-laws. These by-laws will not be effective until after review by the Department Headquarters. **By-laws** must be submitted to Department Headquarters for review within six (6) months after the unit is instituted.

Membership Dues: The Post will establish the initial dues for membership. Once established this responsibility will be that of the Men's Auxiliary Unit. The Post can levy a per-capita tax on **each member** if approved by the Post Membership.

ACH Deposit: Each Men's Auxiliary shall be required to complete an Authorization Agreement for Automatic Deposits (ACH Credits) for the processing of memberships dues.

IRS Exemption: Each Men's Auxiliary shall be required to file an SS4 form and obtain an employer ID number. Each Men's Auxiliary will be covered by a blanket exemption under 501(c) 19, secured by the Department of Florida, Veterans of Foreign Wars.

Suspension and Discontinuance: As prescribed in Article XIII, Section 1301 (b) of the National by-laws of the Veterans of Foreign Wars of the United States.

Solicitation of Funds: Men's Auxiliary units may solicit funds or contributions or otherwise engage in fund-raising activities or projects only after a prior vote of the unit agreeing to such solicitations, activities or projects and obtain approval from the sponsoring VFW Post membership. A unit shall not solicit funds or donations or other wise engages in fund-raising activities or projects outside the immediate geographical area or community of the Unit. No Unit can engage in a contract with a professional fund raising activity.

Restrictions: A member in good standing of the Men's Auxiliary does not have access to any Post facility unless authorized by the Post membership. No VFW post is required to recognize a Men's Auxiliary Member for use of their facility unless approved by the Post. The Men's Auxiliary Unit is under the direct supervision of the VFW Post, which sponsors the unit.

These instructions are a guideline, which have been approved by the Department of Florida, Veterans of Foreign Wars, Council of Administration. Once approved, any changes must be approved by two-thirds (2/3) vote of the members of the Department of Florida Council of Administration. Such changes will be sent to every duly chartered Men's Auxiliary Unit within the State of Florida.