

Secretary

MINUTES AND DUTIES

Meetings: Regular and Special - Reference Sec. 210: Minutes must be taken at every meeting of the Auxiliary. The Auxiliary must hold at least one business meeting per month.

All members must be notified *in writing of Special Meetings* that may be called by the Auxiliary President or by five (5) members in good standing. The letter of notification must specify the particular business to be transacted. The Special Meeting may deal *only with the particular business as notified*.

ESSENTIALS OF MINUTES, per Demeter's Manual, follow: The Secretary is not required to include in the Minutes all that takes place at a meeting. Generally speaking, only decisions should be embodied. Lengthy and detailed minutes are not necessary. A record is made of what is done, not of what is said, including any other action worthy of record. Socials or other events occurring before, during, or after the session, including guest speakers therein, may be included in the record.

The manner in which the Minutes are entered in the Record Book shall be at the discretion of the Auxiliary (Sec. 812A). A sample is included.

AUDIT REPORTS - The Audit reports must be incorporated in the Minutes.

COMMUNICATIONS - All communications from National or Department (State) Officers are *official* and the Secretary is required to read these communications at a regular meeting before being filed for one year. This includes:

General Orders from the National President (found in each issue of the Auxiliary Magazine).
General Orders from the Department President. General Orders are issued only by the Department President at the Department level. (The Chairmen issue Program Promotions.)

General Orders from the Department President (consisting usually of only one or two pages), together with Program Promotions from the Department Chairman, are mailed monthly by the Department Secretary, August through April. Department Convention information is mailed in May.

The Department of Virginia has a strong commitment to inform and to help each Auxiliary Chairman conduct a successful program by sending a free monthly mailing of General Orders/ Promotions from the Department in care of the Auxiliary Secretary. The Secretary shall distribute all Program Promotions to each respective Auxiliary Chairman. The Auxiliary Secretary retains only General Orders and other announcements for the Auxiliary files. If the Auxiliary Secretary wants to keep an entire mailing, she should subscribe for her personal copy through the Department Secretary (subscription cost of \$15.00 is payable to the Department Treasurer).

Communications regarding policy or rulings are retained permanently.

Duties of a Secretary During an Auxiliary Meeting:

1. Take the official minutes of the meeting
2. Roll call of officers
3. Reading of any petitions for membership

4. Notifying new members of their acceptance or individuals of their non-acceptance, returning their membership fee with the notification.
5. Reading of the minutes of the previous month's meeting. Sign and date using ink pen, of approved or amended minutes (write in corrections).
6. Incorporate a copy of the Treasurer's report in the Secretary's Minutes Book.
7. Presentation of Bills
8. Reading of official and other communications. (National General Orders, Department General Orders and any letters or cards sent to the auxiliary.)
9. Let President know of any unfinished business from the previous month.
10. Have the Secretary Book available for the trustees during the quarterly audits

OFFICIAL CORRESPONDENT - Under the direction of the Auxiliary President, the Auxiliary Secretary is the official correspondent of Auxiliary business.

The Secretary *attests* (*per Webster's - to affirm to be true or genuine, to authenticate officially.*) by her signature and placement of the auxiliary Seal on all correspondence, all actions of the Auxiliary
The Auxiliary Seal shall be placed on all communications.

The Auxiliary Seal is usually in the possession of the Secretary. When the Treasurer gets her Kit from National in April/May, the Treasurer schedules a mutually convenient time to meet with the Secretary so that the Auxiliary Seal can be placed on all membership cards. Then they are ready for the Treasurer to complete when dues are received. Large Auxiliaries may wish to consider getting a second Auxiliary seal to be assigned to the Treasurer.

Correspondence for consideration by National HQ or National Officers, whether by an approved motion by the members at an Auxiliary meeting or from an individual, shall be 'forwarded through channels' and embossed with the Auxiliary Seal.

This means, send two copies of any or all Auxiliary-related correspondence first to the Department President with a cover note asking her to forward it to National.

The Department President will retain one copy and forward the other 'original' to National, with or without her comments, as she desires. (Refer to Booklet of Instructions).

MEMBERSHIP APPLICATIONS - It is the duty of the Auxiliary Secretary to thoroughly review all applications from potential members, **to ensure that the application is completed with all details required in accordance with the By-laws**, including:

- Legible spelling of all names and of sponsor under whose eligibility the member seeks admission;
- The complete dates of service in the Foreign war;
- The inclusion of Auxiliary Name and Number;
- The new member's fee is attached;
- The reverse side is signed by an Auxiliary member who recommends the applicant; and,
- At least two other Auxiliary members have signed as the Investigating Committee.

If the card is incomplete, the application is not read at the meeting, but merely returned to the Investigating Committee for additional action. The Auxiliary Secretary will read the application to the members at the Auxiliary meeting only when all items are completed satisfactorily.

If voting on the candidate(s) is favorable, the card is then given to the Conductress to present to the Treasurer accompanied by the member's fee.

If voting for the candidate(s) is unfavorable, the applicant is notified and the membership fee is returned. The Secretary will record the name in the Record Book of Rejected Applicants.

The Auxiliary Secretary is responsible for notifying all new members orally or in writing of their election and acceptance into the Auxiliary and to provide them with pertinent information concerning Auxiliary meeting dates, time and place.

Record Book of Rejected Applicants and Expelled Members are kept permanently by the Secretary.

A Roll of Deceased Sisters is kept permanently by the Secretary along with a record of their burial

ELECTION OF OFFICERS & INSTALLATION - The Installation Report sent to the Auxiliary Secretary by the Department Secretary is prepared in duplicate for the Installing Officer, prior to the Installation of Auxiliary Officers.

In each of the instances below, it is the duty of the Auxiliary Secretary to send a letter, citing the Auxiliary Name and Number, and District Number, with her signature and with embossed Auxiliary Seal:

1. Any changes in the Office of Auxiliary President, Secretary, or Treasurer, after installation, or of any changes of address and phone numbers relating to these officers, to both the Department Secretary and National Secretary.
2. A listing of elected Delegates and Alternates to the District Convention to the District Secretary.
3. A listing of elected Delegates and Alternates to the State Convention to the Department Secretary.
4. A listing of elected Delegates and Alternates to the National Convention to the National Secretary.

Department Secretary
Susie DeShano
403 Lee Jackson Highway
Staunton, VA 24401
(540) 886-7756
susiedeshano@adelphia.net

National Secretary-Treasurer
Connie Atkinson
Ladies Auxiliary VFW
406 W. 34th Street, 10th Floor
Kansas City, MO 64111
(816) 561-8655

Susie DeShano
Department Secretary

<u>DATE</u>	<u>SUBJECT</u>	<u>RESPONSIBLE PERSONS</u>
	Recording of Official Minutes	<p>A suggested format for minutes is provided in the Auxiliary President's Reference Guide as well as copies are provided at the School of Instruction (time and place assigned by Department President). Minutes may be typewritten and pasted in a bound record book or handwritten in a bound record book that can be ordered from the National Supply Catalogue.</p> <p>Auxiliary Secretary must sign the official minutes and date/write the word "Approved" under her signature once the minutes have been approved at the next or subsequent regular business meeting.</p>
Continuous Throughout The Year	Address Changes Roster Changes	<p>Auxiliary Secretary should report immediately any change of name, address or change in Auxiliary President, Secretary, or Treasurer to the Department Secretary.</p> <p>Include Auxiliary number when writing to the Department Secretary. Don't forget to provide Auxiliary number and affix the Auxiliary seal to official correspondence written to the Department.</p> <p>Changes of District Officers, Department Officers or Department Chairmen must also be sent to the Department Secretary.</p>
Continuous Throughout The Year	Records of Deceased Members	Auxiliary Secretary maintains a roll of deceased sisters with a record of their burial. This documentation may be kept in a separate folder marked deceased sister, or at the back of the roll call book.
Monthly	Treasurer's Report	Auxiliary Secretary must incorporate the Treasurer's report in the Auxiliary's official minutes.
Quarterly	Audit Reports	Auxiliary and District Audits must be held as required by National Bylaws (Sections 814 and 814A) and a copy of the audit sent to the Department Treasurer. Due dates of the audit reports are listed on the audit form. The audits are mailed by Trustee #1. An Audit Form is provided in the President's Reference Guide.
March 31	Attendance at District Meetings	District Secretary must send list of those Auxiliaries attending District Meetings to the Department Banner Chairman each year.
April	Election of Delegates District Convention Sections 301-309 National Bylaws	<p>Auxiliary Secretary must send the names of delegates and alternates to the District Secretary <u>prior</u> to the District Convention. Term of office for District Delegates is 1 year.</p> <p>Auxiliary members must elect delegates and alternates to the District Convention not less than 30 days prior to the District Convention. Remember – District dues must be paid or the Auxiliary will not have a vote at the District Convention or throughout the year at the District.</p>
April	Election of Officers	Members must nominate and elect Officers at a regular business meeting. No member may be elected to office unless she is in attendance at the election or unless she submits in writing her willingness to be elected and hold office.

<u>DATE</u>	<u>SUBJECT</u>	<u>RESPONSIBLE PERSONS</u>
	Unable to Elect Officers	If the Auxiliary is unable to elect a President, the election is over. Do not proceed with any further elections. Department President must be notified.
April	Warrant/Installation Requests	<p>Installation Warrant Request Form is issued in the April G.O.</p> <p>Auxiliary Secretary is responsible for giving the Warrant request form to the President Elect. President Elect must request the Warrant (Sec. 806A of the Bylaws) from the Department Secretary.</p> <p>Installation Warrants are mailed to the Auxiliary Secretary. Auxiliary Secretary is responsible for reading the Warrant (as requested by the Installing Officer) at the Installation.</p>
May	Installations Reports of Installation	<p>Officers must be installed at a regular or special meeting not less than 20 days or nor more than 60 days prior to the convening of the Department Convention.</p> <p>Auxiliary Secretary completes the Installation Report prior to giving it to the Installing Officer to sign. The Installing Officer is responsible for mailing the Installation Report.</p> <p>Installation Report must be returned to the National Secretary and the Department Secretary as instructed in covering memorandum issued by the Department Secretary.</p>
May	Election Of Delegates for Department Convention	<p>Auxiliary Secretary must send names of the elected delegates and alternates for Department Convention not less than 30 days prior to the Department Convention.</p> <p>Remember – all financial obligations or supply money to National Headquarters must be paid. Treasurer bonded and all audits received by the Department for the Auxiliary to have a vote at the Department. A form for reporting delegates is issued in the April G.O. President and Secretary must sign the form with affixed seal.</p>
May	Credentials	<p>The Department Secretary sends by First Class mail credentials (including the Auxiliary President) to each of the Auxiliary Secretaries.</p> <p>Auxiliary Secretary is responsible for completing the credentials, obtaining Auxiliary President's signature. Auxiliary Secretary signs credential, affix seal to each credential, and presents them to the elected delegates and alternates.</p>
June	Election of Delegates for National Convention	<p>Delegates for National must be elected at the last regular meeting in June.</p> <p>Auxiliary Secretary sends names of delegates/alternates to National Secretary prior to the National Convention. President signs/Secretary attest/seal affixed to the correspondence.</p>

Revised 4/07

**LADIES AUXILIARY VFW
BANNER AND STANDING MOTION REQUIREMENTS**

	A	B	C					
Name of Banner or Standing Motion Requirement	# Members 6/30 this Yr	Fee Per Member	Required by Banner or Bylaws	Check Date	Check No.	Check \$ Amount	Payee And Address	Memo Line
Ladies Auxiliary Treasurer's Bond			\$10.00				Ladies Auxiliary VFW National HQ C/O National Secretary-Treasurer 406 W. 34 th Street Kansas City, MO 64111	Treasurers Bond
Cancer Aid & Research		\$2.00					Ladies Auxiliary VFW VA C/O Department Treasurer 539 Westwood Road Ruckersville , VA 22968	Cancer Aid/Research
State Hospital Fund			\$35.00				Ladies Auxiliary VFW VA C/O Department Treasurer 539 Westwood Road Ruckersville , VA 22968	Hospital Fund
Cancer Insurance							Ladies Auxiliary VFW National HQ C/O National Secretary-Treasurer 406 W. 34 th Street Kansas City, MO 64111	Cancer Policy #
Health & Happiness (VFW National Home for Children)		\$.25					Ladies Auxiliary VFW National HQ C/O National Secretary-Treasurer 406 W. 34 th Street Kansas City, MO 64111	Health/ Happiness
VFW – PAC							VFW – PAC 200 Maryland Ave. NE Washington, DC 20002	VFW – PAC
District Dues							Ladies Auxiliary VFW VA District # District Treasurer Address	District Dues Auxiliary #

LADIES AUXILIARY VFW

BANNER AND STANDING MOTION REQUIREMENTS (CONTINUED)

	A	B	C					
Name of Banner or Standing Motion Requirement	# Members 6/30 this yr	Fee Per Member	Required by Banner or Bylaws	Check Date	Check No.	Check \$ Amount	Payee And Address	Memo Line

NOTE: Enter Number in Columns A, B & C, then total. (Column A x B = C)

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