

**DEPARTMENT OF OHIO, VETERANS OF FOREIGN WARS
MEN'S AUXILIARY INFORMATION PAGE**

**THE COUNCIL OF ADMINISTRATION
RULES FOR 2010-2011**

The following information may be referred to when establishing a Men's Auxiliary at Post within the State of Ohio.

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 nineteen (19) 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 nineteen (19) 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.** A charter kit may be requested by a Post from Department Headquarters. This kit will contain all forms necessary for the formation of the new Post.
3. **Charter Application.** Once completed with the names, addresses and other information of at least twenty-five (25) duly qualified members for a Men's Auxiliary, the charter application shall be submitted to Department Headquarters along with Twenty-Five Dollars (\$25.00) charter fee.
4. **Charter Period.** The charter period for a Men's Auxiliary will remain open for ninety (90) days unless closed by vote of the Men's Auxiliary. At the end of the charter period, a charter will be made up by the 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 Treasurer. The treasurer will be responsible for issuing the membership card to the duly paid member in the Auxiliary upon receipt of their dues. Membership will be based on the Veterans of Foreign Wars administration year (**June 1 to May 31 of each year**).
6. **Per Capita.** Effective on the first day of July 2006, the **Department per capita for each member of the Men's Auxiliary shall be Ten Dollars (\$10.00)**. Men's Auxiliaries may set their own dues provided they are a minimum of Ten Dollars (\$ 10.00).

DEPARTMENT OF OHIO, VETERANS OF FOREIGN WARS
MEN'S AUXILIARY GUIDELINES

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

Jurisdiction by Post. No Men's Auxiliary shall be formed until the approved by a two-thirds (2/3) vote of the members of the Post present at a stated meeting or special meeting, due notice of proposed formation having been given to the entire membership of the Post one week prior to such meeting. 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.

Charter. 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 charter application must be approved by the Post Commander. It shall be forward to the Department Commander for approval, accompanied by a **charter fee of Twenty-Five Dollars (\$25.00)** upon signing an application for a charter for new Men's Auxiliary, each prospective new member shall pay an annual dues which shall not be less than the minimum amount required to cover Department 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 charter 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.

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 regulations usage of this organization. The Post Commander of the Post having jurisdiction over the Men's Auxiliary shall designate the instituting officer who shall certain 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 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 Department dues for each member with the transmittal form provided in the installation 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 vote of eighty (80) percent of its members present at a meeting following a written notice mailed or delivered to each member of the Post in good standing at least ten (10) 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 vote to request cancellation of the charter of its Men's Auxiliary, it shall certify the action in writing and forward same 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.

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

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 Departmental 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 the presiding officer. Such report shall be acknowledged by the Post Commander during the next regular meeting and shall be read to the members assembled.

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, Secretary, 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 May meeting of the Men's Auxiliary each year for the ensuing year. Men's Auxiliary officers shall be installed at a regular or special meeting held during the month of June each year.

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 Ohio, Veterans of Foreign Wars.

Order of Business. The following order of business will be used by each Men's Auxiliary meeting.

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

The information provided in this booklet has been approved by the Department of Ohio, Veterans of Foreign Wars, and Council of Administration as the governing book for all duly chartered Men's Auxiliary within the State of Ohio. Any changes to these guidelines must be approved by a two-third (2/3) vote on the members of the Department of Ohio Council of Administration. Such changes will be sent to every duly chartered Mens Auxiliary within the State of Ohio.