

Duties of the Men's Auxiliary Officers:

President:

The President shall preside at all meetings and enforce a strict observance of the By-Laws of the Men's Auxiliary to Post # _____ and all orders from proper authority. He shall appoint all Officers and committees not otherwise provided for.

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

Insist that Men's Auxiliary business and activities be conducted in such a manner that they do not violate any applicable governmental law, ordinance or regulation nor bring or tend to bring embarrassment upon the Auxiliary or to the membership of the Veterans of Foreign Wars of the United States.

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

Appoint officers, committee chairmen and committees not otherwise provided for. He may remove such appointed officers, committee chairmen and committees at his pleasure. He shall, by virtue of his office, be a member of all committees.

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

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

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

Vice-Presidents:

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

Secretary:

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

1. The current By-Laws of the Men's Auxiliary.
2. A record of all the proceedings of each meeting of the Men's Auxiliary, entering same in a Record Book with corrections made thereon in the margin. The manner in which the minutes of the Auxiliary meetings are entered shall be at the discretion of the Auxiliary by a vote of the membership. It is permissible to paste typed minutes in the standard record book. The Treasurer's reports and the audit reports must be incorporated in the minutes.
3. All communications from Department or Post Officers are official and shall be read at a meeting before being filed for reference.
4. A roll of deceased members with a record of the date of their death
5. A Record Book in which shall be kept the names of rejected applicants and expelled members.

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

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

Treasurer:

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

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

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

The Auxiliary shall keep four funds, a General Fund, a Relief Fund, a Department Dues Fund and a Post Dues Fund. These funds shall be maintained in one checking account. An Auxiliary may also have a savings and investment accounts upon approval of the membership. The Treasurer shall account for all funds in the Auxiliary books. Various accounts may be set up under the

Treasurer: **(Cont'd)**

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

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

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

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

Trustees:

It shall be the duty of the Trustees, no later than thirty (30) days following the expiration of each quarterly period, to properly audit the books and records of the Men's Auxiliary Treasurer and Secretary, and to read and submit a detail report in writing of such audits to their Auxiliary to be incorporated in the minutes. A motion to accept the audit is required.

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

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

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

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

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

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

Chaplain:

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

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

Guard:

The President shall appoint a Guard.

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

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