

JULY 1, 2022

# DISTRICT PRESIDENT TRAINING GUIDE



DEPARTMENT OF FLORIDA VFW AUXILIARY

Congratulations, you have been elected to the highest office in your District!

Guidelines have been established to assist you in having an effective and productive year as District President, and to give you the confidence and knowledge to successfully perform your duties and obligations. Never be afraid to ask questions of your mentor, Department Chief of Staff or Department President.

### **Best Practices of the District President:**

1. MALTA – If you have not already done so, activate your MALTA account by going to [www.vfwauxiliary.org](http://www.vfwauxiliary.org) and click on Member Login. You will be given access to your duties beginning July 1. You will need your membership ID number, which can be found on your membership card or on the back of your *VFW Auxiliary Magazine* on the mailing label above your name.
2. Always have a positive attitude; your attitude sets the tone for your year.
3. National Programs are determined year to year by the incoming National President. You will need to check the VFW Auxiliary National website, Department website or contact the Department Secretary. Before appointing your Program Chairmen for your term of office, make sure you are educated on and plan to cover all programs.
4. On the National Auxiliary website, [www.vfwauxiliary.org](http://www.vfwauxiliary.org) you will find all the resources to assist you in your duties:
  - Necessary forms
  - National Ambassador blog posts
  - Event schedules
  - *VFW Auxiliary Magazine*
  - Program information
  - Training videos
5. Sign up for the VFW Auxiliary e-newsletter at [www.vfwauxiliary.org](http://www.vfwauxiliary.org). It has up-to-date information on many subjects and keeps you connected to VFW Auxiliary National Headquarters. *VFW Auxiliary Magazine* comes out every other month starting in January and has information, and inspiring and motivating stories. Be sure to share your Auxiliary's story from an event or project with National Headquarters to [info@vfwauxiliary.org](mailto:info@vfwauxiliary.org).
6. The District is a School of Instruction, and the District Officers' and Chairmen's duties are to educate the Auxiliaries at District meetings.
7. Your National Bylaws and Ritual must be the current edition. This will be your go to book for most of your answers. Take the time to read and acquaint yourself with the workings of the organization. You can purchase current National Bylaws (known as the *Podium Edition Bylaws and Ritual*) from the VFW Store, [www.vfwstore.org](http://www.vfwstore.org). Digital versions are also available.
8. Have a team meeting with all your Auxiliary Presidents in your District to see who might be interested in taking a chairmanship. You will want all your District Auxiliaries involved with your term of office.

9. Speak with your District Commander to have a joint Officers and Chairmen meeting to work as a team in planning and presenting programs. Working together as a TEAM will bring success.
10. Keep a good working and communicating relationship with the District Commander and your Auxiliary Presidents.
11. After the Department Convention, you will officially take office. Now the excitement within the District begins.

**Being Prepared:**

1. Be prepared for your meetings with an agenda, current National Bylaws, gavel, and any correspondence you have received to hand to your Secretary. A sample agenda/order of business can be found on Page 29 of the Building on the VFW Auxiliary Foundation.
2. It is the job of the Conductor/Conductress to see that the meeting is set up properly. As a District President, it will be your job to see that it is carried through.
3. Highlight your part of the meeting in the Ritual section of the National Bylaws.
4. Before every meeting, contact your District Secretary for any unfinished or new business. Contact the Treasurer to ensure that all financial obligations have been met and if there is anything that needs to be brought forth on the meeting floor. The agenda can also be sent to Auxiliaries in advance of the meeting.
5. Make a list of the Chairmen who will be making their training presentation to assure you do not leave anyone out.
6. Have notes ready for discussion you might have about an event or upcoming programs.
7. Make sure all Officers have a current National Bylaws and Ritual and know their Ritual parts.
8. Start your meetings on time. Keep your meeting short and informative.
9. Be enthusiastic with the programs and make sure that you thank the Chairmen and members for attending and participating.
10. Dress appropriately; you lead by example.
11. As a suggestion, at your first meeting you might want to ask the District Commander to come and be introduced to the Auxiliary. Let the Commander know that the Auxiliary is there to work with the VFW and to help our veterans and their families.
12. At your meetings, if a question is asked that you cannot answer, be honest and tell them you do not know but will find out the answer and report back. Honesty is the best policy.
13. If your Department has a School of Instruction, make every effort to attend. Encourage your members, Officers and Chairman to attend. Current information on programs and reporting is given at that time.

## Leadership Role:

1. Your leadership role as a District President is to inspire, educate and motivate others, and to create a vision of the future that is vivid and compelling and that motivates members to want to be active and achieve. Everyone wants to be a part of something that makes a difference in their community. As a leader, you are best able to help the members of your team connect what they do in their community with the impact of our mission of service to our veterans, service members and their families.
2. You are a member of the Department Council of Administration. Attend all Department Council of Administration meetings to represent the wishes of those VFW Auxiliaries within the District; in your absence, the District Senior Vice-President or the District Junior Vice-President may function as a member of the Council of Administration.
3. You are a liaison between the VFW Auxiliaries in the District and the Department Auxiliary. Any issues or concerns should be brought to the attention of the Department President or Chief of Staff.
4. **Required:** Hold at least one VFW Auxiliary District Meeting each year to promote School of Instruction for VFW Auxiliaries Officers and Chairmen. District Chairmen (if applicable) promote the National and Department Programs. Officers can do a brief description of the duties of their office.
5. Make contact with your Department President for the Official Visit to your District.
6. As soon as possible, create a calendar of events of all District Meetings, Official Visits of Auxiliaries and Department Council of Administration Meetings.
7. **Required:** Preside over the District Convention, where the officers for the incoming year are elected and installed; there may be a Memorial Service held at the discretion of the District President.
8. **Required:** Have charge of and supervise the work of the annual visit of Auxiliaries in your District. For this purpose, the District President may appoint members to assist in this work. Appointment is subject to the approval of the Department President. (***Refer to Sec. 609 of the Building on the VFW Auxiliary Foundation guide***).
9. Other meetings may be called by the District President when, in his/her judgment, it is in the best interest of the members, or when instructed by a majority vote of the members present at a District Convention or stated meeting.
10. Within thirty (30) days after assuming the duties of District President, submit to the District Commander of the corresponding District of the VFW, the last quarterly audit, membership status report and such additional records as may be required by the Liaison Committee. (See Article VIII, Section 810)
11. Enforce strict observance of the National Bylaws and Ritual and all orders from proper authority.

## Auxiliary Official Visits by District President

1. Make contact as soon as possible with all your VFW Auxiliary Presidents and set up your Official Visits. Keep in mind that you cannot do your own Auxiliary. If you are unable to complete an Official Visit the Department President will assign someone else. (This could be the District Senior or Junior Vice- President, or any person who has held the office of District President or higher office.)
2. Again, keep the lines of communication open to the Auxiliaries and remind each of the upcoming visit.
3. Carry the Department President's message, know the programs and be ready to respond to inquiries if the VFW Auxiliary President does not know.
4. Be prepared at each Official Visit with the following:
  - Three (3) copies of the Department's District Official Visit Form ( one copy to the Auxiliary, one copy to the Department and one copy for your files). Fill out all areas completely and honestly.
  - Paper (A laptop or tablet may also be used to take notes), Pen or pencil
  - Talking points, Name of the President, Secretary and Treasurer and a copy of the current National Bylaws, Department Program Book and/or National Program Book (optional)
  - Smile, positive attitude and wear attire as determined by the Department President
5. What to look for "District President's Official Visit to Auxiliaries – Guidelines and Expectations" (***Refer to page 13 of the Building on the VFW Auxiliary Foundation guide***)
6. Check with your Department Chairmen/Secretary to see if the Auxiliary is up to date on reporting, programs, audits, and membership.
7. Take notes of all their achievements and any improvements that can be made.
8. When reviewing the books, be sure that motions of money spent as described in the Secretary's minutes match the checks written by the Treasurer or are covered in the Auxiliary Standing Rules.
9. Report any information and concerns to the Department. Be honest. If you are not honest, you are not helping the Auxiliary, District, Department, or the National Organization. **This is the purpose of the Official Visit: to assist and keep good, strong, healthy Auxiliaries.**
10. Make sure you compliment the Auxiliary on their great work. Be enthusiastic. Express how important they are to the mission of service to veterans. Thank them for being members and for all they do.
11. If the Auxiliary is not in good working order, the Department President must be notified. She/he will either have you continue as a mentor or appoint an ongoing mentor.
12. Dress appropriately and set a good example. Always begin and end with a "Thank You". Those two words can never be said enough. Wear a smile and have an upbeat tone in your voice. Remember, we are all volunteers.

## Official Visit Guidelines and Expectations

The Official Visit to the Auxiliary by the District President is necessary to see that the Auxiliary is in good working order, to communicate with the membership on the current events, programs, National Bylaws and Ritual, and any changes from the National and Department VFW Auxiliary.

Preparation	District President Duties
Prior to Your Official Visit	Initiate scheduling process with the VFW Auxiliary to attend a regular business meeting. Inform the Auxiliary President of any guests or special needs.
Being Prepared	Current National Bylaws, Robert's Rules of Order, current National and Department Program Books, current Department communications, President's and Treasurer's Bond, roster of Department and District Chairmen, meeting agenda, and pen/paper for notes. Three (3) copies of Official Visit Report Program Books, current Department communications, President's and Treasurer's Bond, roster of Department and District Chairmen, meeting agenda, and pen/paper for notes. Three (3) copies of Official Visit Report Form.
Meeting Room	Sit to the right of the VFW Auxiliary resident.
District President's Agenda	Follow along with the agenda to ensure that the meeting is conducted according to the Ritual. Make notes on programs covered, etc. Have comments. Be brief but truthful and complimentary. Always let the membership know how important they are. Have talking points on upcoming dates, events, and programs.
Books of Secretary and Treasurer	Sign and date each set of books after reviewing: Signatures of Trustees of audited books; incorporation of Treasurers report(s) and audit(s) into minutes by the Secretary; proof of a bond for the President and Treasurer in the Secretary's minutes and/or record book.
Chairmen's Reports	Listen to each report, noting strengths and weaknesses. When called upon to comment, offer suggestions and encouragement.
After the Meeting	Complete Official Visit report and give a copy to both the VFW Auxiliary and Department. Be honest. Report any concerns.

We hope these guidelines helped you in some way. There is so much to learn. Do the best you can. That is all that anyone can do.

## Auxiliary Official Visits by Another District Officer

1. If the District President has another Officer conduct the Official Visit on behalf of the District President (District President cannot do official visit for their own auxiliary), the District President should provide the Visiting Officer details pertaining to the auxiliary membership. For example, June 30<sup>th</sup> membership and current dues paid
2. The District President should ask the District Secretary to send the notification regarding the official visit to the Auxiliary President letting them know who will be conducting the visit.
3. Have copies of Building on Auxiliary Foundation available at meetings
4. Updated information regarding auxiliary audit status

Thank you for being District President! Good luck!  
The success of your term of office depends on your leadership

Department of Florida

UNWAVERING SUPPORT



FOR UNCOMMON HEROES®

UNWAVERING SUPPORT



FOR UNCOMMON HEROES\*

Date: \_\_\_\_\_

Department of Florida  
Veterans of Foreign Wars Auxiliary  
District Official Visit of Auxiliary Notice

Dear Madam/Mister President \_\_\_\_\_,

I look forward to my visit with you and the members of \_\_\_\_\_.

I plan to be at your regular business meeting on \_\_\_\_\_ at \_\_\_\_\_.

You will notice that I am allowing an hour prior to the scheduled meeting time to allow for proper review of necessary documents listed below. This time gives me a special opportunity to meet you, the Secretary, Treasurer and at least one Trustee – optional but strongly recommended (please ask them to be present at the time listed above).

Please have current books of Secretary and Treasurer present - even if the Secretary and Treasurer are not physically present - along with the following items:

**SECRETARY**

- Minutes book or three-ring binder which = includes the following information incorporated into the minutes:
  - Treasurer's report, Trustees audits and copy of Bond showing President and Treasurer bonded.
- List of Auxiliary Chairmen

**TREASURER**

- Treasurers workbook or three-ring binder that includes monthly treasurers reports
- Treasurers check book
- Receipt book
- Membership Roster showing current transmitted members and Life members
- 990N Filing and date forwarded to the Dept. Treasurer

Please confirm my visit plans by replying to my email or you may call me at the phone # listed below.

Respectfully,

\_\_\_\_\_, District President

I may be reached by phone at \_\_\_\_\_ or email at \_\_\_\_\_.



UNWAVERING SUPPORT



FOR UNCOMMON HEROES®

## DEPARTMENT OF FLORIDA VFW AUXILIARY OFFICIAL VISIT REPORT FORM 2022-2023

District \_\_\_\_\_ Auxiliary \_\_\_\_\_  
(Name and Number)

3. Location \_\_\_\_\_  
(Address) (City) (Zip)

4. Name of Auxiliary President \_\_\_\_\_  
(If Auxiliary President did not preside, provide name and title of person that did preside over the meeting).

5. Are those serving in the positions of President, Secretary, Treasurer and Trustee (all three) the same as who were submitted to Department Secretary? YES \_\_\_\_\_ NO \_\_\_\_\_ (check one)  
**If NO, complete their information (name, address, phone number, email and Member I.D. number) on a separate sheet and attach it to this sheet when submitting this visit report.**

6. The office of the President shall hold the original bond of both offices. Ask the President to see the Bond. Does the Bond show both the office of President and Treasurer Bonded?  
YES \_\_\_\_\_ NO \_\_\_\_\_ (check one)  
Bonded by Whom? \_\_\_\_\_ Date Bond Expires \_\_\_\_\_

7. How many regular Business Meetings are held in the year? \_\_\_\_\_  
If less than 12, what are the blackout months? \_\_\_\_\_  
Day/Date of regular Business Meeting \_\_\_\_\_ Meeting start time \_\_\_\_\_

8. What does the Auxiliary charge as an admission fee for new members? \$ \_\_\_\_\_

9. What are the **Annual dues** for this Auxiliary? \$ \_\_\_\_\_

10. Previous year's membership as of June 30 \_\_\_\_\_ Membership at time of visit \_\_\_\_\_

11. Average attendance at monthly business meeting \_\_\_\_\_

12. Does the Auxiliary hold active recruiting events? YES \_\_\_\_\_ NO \_\_\_\_\_ (check one)

13. Is Business Meeting set up Roundtable, Contemporary or Traditional? (circle one)

14. Is the President using the current *Podium Edition: Bylaws and Ritual* during the meeting? YES NO \_\_\_\_\_ (check one)

15. Are the meetings following the Auxiliary Order of Business according to the Ritual?  
YES \_\_\_\_\_ NO \_\_\_\_\_ (check one)

16. Do newly obligated members receive the Auxiliary membership pin and current *Podium Edition: Bylaws and Ritual*? YES \_\_\_\_\_ NO \_\_\_\_\_ (check one)

17. With a show of hands during the meeting, how many members present are:  
Logged on to Malta? \_\_\_\_\_  
Use the Resources page on the National website?  
\_\_\_\_\_ Receive the e-

**18. DOES THE SECRETARY:**

- a. Keep the minute book according to the Booklet of Instructions? YES \_\_\_\_\_ NO \_\_\_\_\_
- b. Are the minutes kept in a bound book **OR** typed in a binder? (circle one)
- c. Is the book of the Secretary audited quarterly according to the Bylaws? YES \_\_\_\_\_ NO \_\_\_\_\_
- d. Do elected Trustees sign all pages of the Secretary's minutes? YES \_\_\_\_\_ NO \_\_\_\_\_
- e. Is the Bond incorporated into the minutes? YES \_\_\_\_\_ NO \_\_\_\_\_
- f. Is the Treasurers report incorporated in the Minute Book of the Secretary? YES \_\_\_\_\_ NO \_\_\_\_\_
- g. Is the Audit incorporated in the Minute Book of the Secretary? YES \_\_\_\_\_ NO \_\_\_\_\_
- h. What is the date of the last Audit noted in the Secretary's Minute Book? \_\_\_\_\_
- i. Does Secretary read the minutes as part of the order of business? YES \_\_\_\_\_ NO \_\_\_\_\_
- j. Are Department and/or National Communications read by the Secretary? YES \_\_\_\_\_ NO \_\_\_\_\_

**19. DOES THE TREASURER:**

- a. Maintain Treasurers Books according to the Bylaws and Booklet of Instructions? YES \_\_\_\_\_ NO \_\_\_\_\_
- b. Is the Treasurers work kept in a bound book **OR** typed in a binder? (circle one)
- c. Are the Treasurer's book and **all records** (bank statements, savings books, bingo accounts, receipt books etc.) of the Treasurer audited quarterly according to the Bylaws and signed by the Trustees (must be at least one (1) elected trustee)? YES NO \_\_\_\_\_
- d. What is the date of the last audit noted in the Treasurers Book? \_\_\_\_\_
- e. Does the Treasurer read her report as part of the Order of Business? YES \_\_\_\_\_ NO \_\_\_\_\_
- f. Are all funds audited (relief, savings, ways and means, Bingo, cancer insurance, kitchen, etc.)? YES \_\_\_\_\_ NO \_\_\_\_\_
- g. Has the 990N been filed with the IRS? YES \_\_\_\_\_ NO \_\_\_\_\_  
File date of 990 form \_\_\_\_\_ Date copy of form sent to Department Office \_\_\_\_\_
- h. Does the Treasurer have a computer or access to one to complete all the duties of the office? YES \_\_\_\_\_ NO \_\_\_\_\_
- i. Ask the Treasurer if he or she has accessed MALTA, the Treasurer's webpage on the National website and if he or she has printed out the Treasurer's Guide and needed forms for the office of Treasurer (membership applications, etc.)  
Accessed MALTA? YES \_\_\_\_\_ NO \_\_\_\_\_  
Accessed the Treasurer's webpage on the National website? YES \_\_\_\_\_ NO \_\_\_\_\_  
Printed out the Treasurer's Guide? YES \_\_\_\_\_ NO \_\_\_\_\_

**20. DO THE TRUSTEES (ask them directly):**

*If not present prior to the meeting, ask them to stay a few minutes after the meeting. Please do not take up a lot of their time.*

a. Hold audits and have all the books and paperwork in their possession when performing the audit? YES\_\_\_\_NO \_\_\_\_\_

Do they do the actual audit **OR** does the Treasurer? (circle one)

b. Follow the "How to Do an Audit" Guidelines available from Department? YES\_\_\_\_NO \_\_\_\_\_

c. Does the #1 Trustee call the audit and send the completed audit to Department?  
YES\_\_\_\_NO \_\_\_\_\_

If **NO**, give the position of the person who mails the audit \_\_\_\_\_

d. Read the Quarterly Audit and ensure it is acted upon at the meeting? YES\_\_\_\_ NO \_\_\_\_\_

e. Do the Trustees get the bills from Conductor/Conductress, sign them for approval or reject the bills and make or give a report under REPORT OF TRUSTEES in the meeting?  
YES\_\_\_\_NO \_\_\_\_\_

21. Have Chairmen been appointed to correspond with ALL National and Department Programs?YES\_\_\_\_NO \_\_\_\_\_

If no, what programs are lacking a chairman and why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

22. Did the Auxiliary President have his or her Chairmen promote Programs or talk about Program projects involving the members? YES\_\_\_\_ NO \_\_\_\_\_

23. Is the Auxiliary participating in reporting on Programs? YES\_\_\_\_NO \_\_\_\_\_

24. Do you consider this Auxiliary to be in good working order? YES\_\_\_\_NO \_\_\_\_\_

Why or why not? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

25. List any questions or concerns that arose during the visit for which our Department needs to respond that will help or encourage this Auxiliary. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***I Certify I have visited the Auxiliary listed above*** \_\_\_\_\_  
(Signature of District President/Visiting Officer)

**THE RECORDS OF THE SECRETARY AND TREASURER  
MUST BE SIGNED BY THE VISITING OFFICER**

Three copies are needed:

- One copy for the Auxiliary President
- One copy for the District President
- One copy for the Department President to be sent to Department Headquarters within seven (7) days after the visit date

Mail to: VFW Auxiliary Dept. of \_\_\_\_\_

Date mailed to Department President/Department Headquarters \_\_\_\_\_

Date viewed by Department President or Department Secretary \_\_\_\_\_

Date mailed to Department Chief of Staff (optional) \_\_\_\_\_

# DISTRICT 9 VFW AUXILIARY QUARTERLY MEETING AGENDA 8/12/2022

CALL TO ORDER	President
ROLL CALL	Secretary
OPENING PRAYER	Chaplain
PLEDGE OF ALLEGIANCE	Patriotic Instructor
INTRODUCTIONS	President
MINUTES OF PREVIOUS MEETING	Secretary
OFFICIAL COMMUNICATIONS	Secretary
TREASURER'S REPORT	Treasurer
PRESENTATION OF BILLS	Secretary
CHAPLAINS REPORT	Chaplain
DISTRICT CHAIRMAN REPORTS	Chairman
QUARTERLY AUDIT REPORT	Trustees
UNFINISHED BUSINESS	
NEW BUSINESS	
REPORT OF TRUSTEES (Motion to pay bills)	
VISITORS TO SPEAK	
CLOSING REMARKS	President
CLOSING PRAYER	Chaplain

PLEASE TURN YOUR CELL PHONES OFF OR ON SILENT MODE

## SAMPLE

### Department of Florida District 15 VFW Auxiliary Quarterly Meeting Minutes

The meeting of the District 15 Auxiliary to the Veterans of Foreign Wars was called to order at 10:50 AM on 9/15/2022, by District President John Doe held at VFW Post 0101 located in Ocala, Florida with 45 members and 2 guests in attendance. Members approved Contemporary format for this meeting.

#### Roll call of officers:

Officers	Officer Name	Present	Absent	Pro temp Name
President		✓		
Sr. Vice President		✓		
Jr. Vice President		✓		
Secretary		✓		
Treasurer		✓		
Chaplain		✓		
Conductress			✓	Mary Jones
Guard		✓		
Patriotic Instructor		✓		
Trustee 3		✓		
Trustee 2				
Trustee 1			✓	Bob Doe

#### Roll Call of Auxiliaries:

Aux	Pres Present	Total	Aux	Pres Present	Total	Aux	Pres Present	Total
0001	Yes	8	0101	Yes	2	0103	Yes	5
0100	Yes	5	0102	Yes	8	0104	No	4

Mister President introduced Department Sr Vice Mary Smith, Past Department President Jane Doe, and all Past District Presidents attending the meeting.

Minutes of the May 9, 2022, meeting were distributed to members by the District Secretary and will stand approved as distributed, subject to audit.

The following communications were read by the Secretary:

- National Executive Order #1 regarding change to Section 212 of National By-laws
- Resignation letter from Trustee 1
- IRS 990-N confirmation of acceptance of Tax Year 2021 filing on 8/9/2022

Treasurer report for period 5/9/2020 – 9/14/2022 was distributed to members by the District Treasurer. Treasurers report will stand approved as distributed subject to audit.

#### Reports by District Chairman and Committees

- District Chaplain reported that she mailed out three get well cards this past quarter.
- V&FS/ Auxiliary Outreach Chairman gave a report on both programs and discussed this years goals and ways to promote
- Americanism Chairman gave update on upcoming patriotic days and information regarding National Smart/Maher VFW National Teacher Award.
- Hospital Chairman gave update on needed items for women veterans at Bay Pines VA and also program goals and other ways to promote program

## **SAMPLE**

### **Department of Florida District 15 VFW Auxiliary Quarterly Meeting Minutes**

- Legislative Chairman encouraged members to get out and vote in November and provided update on program goals, etc
- D.P.S.P Chairman updated members on this year's project and encouraged all to plan fundraisers to help program
- Trustee read the Trustees Audit report for the period of 5/9/2020 – 9/14/2022. It was moved by Trustee 3 John Doe and seconded by Mary Smith to accept the Trustees Audit report as read. All in favor. Motion carried.

#### **Unfinished Business:**

- Mister President presented and announced the 2021-2022 Department Awards presented in August at the Department School of Instruction.

#### **New Business:**

- Mister President installed both new District Officers who were not in attendance at the May Meeting
- It was moved by Mary Smith and seconded by Jack Jones to approve the District Standing Rules as read by the District Secretary. Motion carried, All in favor

No bills were presented for approval

Department Sr Vice President Mary Smith spoke to the membership on behalf of the Department President. Madam Sr Vice provided membership updates for the district and other areas needing attention.

With no further business to come before the members, President closed the meeting at 12:11PM according to ritual. The next meeting date Saturday, December 15, 2022, at VFW Post 0103.

Respectfully,

District Secretary

## **DISTRICT \_\_\_\_ Auxiliary**

### **Standing Rules**

*Per Section 211 of the Veterans of Foreign Wars Auxiliary 2019 Podium Edition By-Laws, Booklet of Instruction and Ritual reference allows Auxiliaries, County Councils, Districts and Departments to establish Standing Rules to provide for specified operations, activities, events, expenses and disbursements between meetings provided such rules do not conflict with the National or Department Bylaws.*

The following are the Standing Rules for District \_\_\_\_\_ VFW Auxiliary as approved at the \_\_\_\_\_, quarterly regular meeting and will remain in effect immediately until amended, modified, or rescinded:

1. All Standing Rules that include Auxiliary funds are contingent upon availability of funds. These rules do not guarantee reimbursement.
2. EXPENSES AND REIMBURSEMENTS: A receipt shall be submitted for reimbursement prior to approval and payment, except for the District Treasurer and Chaplain who shall be able to purchase office supplies, bonds, greeting cards and flowers as needed without prior approval for reimbursement.
3. DISTRICT PRESIDENT TRAVEL EXPENSES: The District President shall be reimbursed for travel expenses for all required Department Meetings (School of Instruction - \$125; Fall Conference - \$125; Mid-Winter - \$150; June Convention - \$200) and \$50 for the National President's Visit (if not scheduled at a Dept. Mtg.) during his/her term of office.
4. DISTRICT DUES: The District Treasurer shall notify each Auxiliary President/Treasurer the total amount of 'District Dues' that shall be sent to the District Treasurer on or before the September 30<sup>th</sup> of the current year. Annual dues shall be .50 cents per member based on the auxiliary June 30<sup>th</sup> total membership in accordance with the National By-Laws Article V Sec. 506.
5. SPECIAL EXPENDITURES BY THE TREASURER: The District Treasurer shall: 1) when applicable, purchase the District Past President's Pin w/stone; 2) Issue a check for \$25 earmarked 'Love Gift' and mailed to the Department Treasurer in March.
6. GENERAL FUND: All money received by the District Treasurer from whatsoever source, which is not set aside as a special fund, or for a designated purpose, shall be placed in the general fund.
7. The Secretary shall also be reimbursed for supplies (e.g. postage, ink and/or paper) not be exceed \$150 annually purchased to fully perform his/her duties.



## DISTRICT MEETING OUTLINE (without floor work)

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

### **ONE RAP**

*District President gives welcome and INTRODUCES the Hosting President.*

*Start the District Meeting after welcome.*

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

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

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

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

### **TWO RAPS**

Conductress and Assistant 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:** Is there someone from this (or these) member's auxiliary that can vouch for her. (Anyone can vouch; it does not need to be the Treasurer any more.) If no one is from their Auxiliary, then a motion is needed to allow the sister to remain.*

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

### **THREE RAPS**

**President:** Mister/Madam Secretary, you will call the Roll of Past Dept. Presidents and Past District Presidents

**President:** Officers present yourselves at the Alter for the Opening Services.

### **TWO RAPS**

**President:** Chaplain will now offer the opening prayer.

**President:** Parade Rest.

### **OPENING PRAYER**

**ALL:** Amen

**President:** Attention!

Patriotic Instructor: Let us be ever mindful of our duties as members of the Ladies Auxiliary to the Veterans of Foreign Wars of the United States, 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:** Members, 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!

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, take your stations.

### **THREE RAPS**

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

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

### **TWO RAPS**

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

**President:** Let's give our Dept. President or Dept. Representative a big welcome to our District.

*(If you have other Dept. Officers or Past Dept. 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 Dept. Representative, , then introduce your Representative.*

### **THREE RAPS**

**INTRODUCTION OF GUEST:**

*(Dept. Chairman, other members from other Districts or states, State Commanders Wife.) (Get this down on paper before the meeting.)*

---

---

---

---

**President:** Mister/Madam Secretary you will call the roll of Auxiliaries.

**President:** We will now have the presentation of 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:** 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.

**THE NEXT ORDER OF BUSINESS IS THE PRESENTATION OF BILLS.**  
(Bills read by the Secretary)

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

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

Veteran and Family Support		Hospital	
Americanism/Patriotic Instructor		Legislative	
Auxiliary Outreach		Membership	
Buddy Poppy/ National Home		Mentoring for Leadership	
Department President Special Project		Scholarships	
Extension & Revitalization			
Historian /Media Relations		(Any special committees)	

## AUDIT REPORT

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

## UNFINISHED BUSINESS:

**President:** We will now have Unfinished Business.

## NEW BUSINESS:

**President:** We will now move to New Business.

(Under new Business - Draping of Charter, Election Officers, etc.)

## REMARKS FROM DEPT. REPRESENTATIVE AND OTHER GUESTS

*At the conclusion of New Business, ask your Dept. Representative to speak.*

## 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.

## 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**

**President:** Parade Rest!

CLOSING PRAYER

**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 to reopen at the sound of the gavel.

**ONE RAP**

(The President will give one rap to indicate adjournment)

Meeting adjourned at: \_\_\_\_\_

**2022-2023**  
**Circle of Champions**  
**'DISTRICT' VFW Auxiliary Criteria**

(Use this form as a checklist to help you ensure all criteria is met)

**The following criteria MUST be met to qualify for the Circle of Champions**

The Program Advisor along with Department Membership Chairman, the Department Treasurer and the Department Secretary will be tracking this information.

- ✓ District Membership - **Must** be 100% +3 by April 30, 2023.
- ✓ District Auxiliary President and Treasurer **must** be bonded by August 31, 2022. (*VFW Aux. By-Laws; Sec. 814-Auxiliary Treasurer, page 90*)
- ✓ All District Officers **must** have dues paid and received at National by December 31, 2022. (*VFW Aux. By-Laws; Sec. 104, Page 15*)
- ✓ All District Audits **must** be received by the Department Treasurer within 15 days following the District Meeting.
- ✓ All VFW Auxiliaries within your District **must** pay Health & Happiness of **\$.25** per member based on June 30, 2022, membership to National Headquarters by April 15, 2023
- ✓ The District President **shall** attend all Department Meetings including BOOT CAMP (Building on Organizational Training), any ZOOM training sessions or other special Department Meetings. If you, as District President, are unable to attend, then an excused absence must be sent to the Department President along with the name of representative (District Sr. Vice or Jr. Vice President) who will be attending in your absence along with their District Officer title.
- ✓ District President **must** conduct an Official Visit (*VFW Auxiliary By-Laws; Sec. 810C; page 75*) to each VFW Auxiliary in their District & forward the Official Report Form of said visit to the Department President no later than February 1, 2023.
- ✓ All Auxiliaries within the District **must** have reported in **Americanism, Veterans and Family Support and Hospital** by April 15, 2023
- ✓ All VFW Auxiliaries within your District **must** pay a minimum of **\$25.00** donation to the National President Jane Reape's Special Project to specifically support the VFW Auxiliary Continuing Education and the new 3-Deminsional Patriotic Art Scholarships Program by April 15, 2023. (*This **must** be sent to VFW National VFW Auxiliary National Headquarters, Attn: Scholarship Fund, 406 W. 34<sup>th</sup> Street, 9<sup>th</sup> Floor, Kansas City, MO 64111, earmarked "3-Deminsional Patriotic Art or Continuing Education". The donation must be paid through MALTA.*)
- ✓ The District President **must** submit a copy of the District Secretary's meeting minutes and a copy of the District Treasurer's Report from the first District meeting in 2022 to the Department President Secretary **No Later** than 10/30/2022.

**Note: the Department President will consider personal observations, or other Department Official Representatives' observations, and/or any communications received from other members regarding the performance and/or leadership of the District President, in determining the Circle of Champion results.**

**2022-2023**  
**Circle of Champions**  
**'DISTRICT' VFW AUXILIARY YEAR END REPORT**

**NAME:** \_\_\_\_\_

**AUXILIARY #:** \_\_\_\_\_ **DISTRICT #:** \_\_\_\_\_

**Must be received by April 20, 2023, to be eligible for Circle of Champions.**  
(Use additional paper if needed)

**Send To:** Cindy Estell, President  
VFW Auxiliary Department Florida  
2001 83<sup>rd</sup> Ave N Lot 1042  
Saint Petersburg, FL 33702  
[cestell1954@gmail.com](mailto:cestell1954@gmail.com)

1. Did your District hold a School of Instruction to help promote the programs? \_\_\_\_\_

- What was the date of your District SOI? \_\_\_\_\_
- Number of members in attendance at the District SOI? \_\_\_\_\_
- Did all Auxiliaries have representation? \_\_\_\_\_  
If not, what Auxiliaries were not represented? \_\_\_\_\_

\_\_\_\_\_

- Did you hold a **“Train the Trainer Session”** training during your District SOI? If yes, provide details of the training.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Did you, as District President, use the **“Building on the Foundation”** training guidebook found on the Department website and other resource materials found on the National or Department websites? \_\_\_\_\_ If so, provide details?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**2022-2023**  
**Circle of Champions**

3. How did you, as the District President, communicate with all the Auxiliaries within your District? Describe how and provide a sample of the communications (i.e., newsletter, email, etc.):

---

---

---

---

4. Describe how your District Chairmen promoted the programs at District Meetings:

---

---

---

5. What Auxiliaries in the District did NOT report in **Americanism, V&FS, and Hospital** by April 15, 2023?

---

---

Explain how you worked with the Auxiliary Presidents to encourage them to submit reports in these categories:

---

---

---

6. Did all the Auxiliaries within your District make a minimum of \$25.00 donation to the National President Jane Reap's Special Project to support the VFW Auxiliary Continuing Education and the new 3-Deminisinal Patriotic Art Scholarships Program by April 15, 2023? \_\_\_\_\_

If not, explain how you collaborated with your Auxiliary Presidents to encourage their participation.

---

---

---

7. Did you, as District President, ensure that a copy of the Secretary Meeting Minutes and Treasurers Report was submitted to the Department President as explained above in the Criteria? \_\_\_\_\_

\_\_\_\_\_ If not, explain why these reports were not submitted \_\_\_\_\_

---

---

# 2022-2023 Circle of Champions

8. Did **all** the auxiliaries within your District have representation at each of the District Auxiliary Business meetings and District Auxiliary Convention? \_\_\_\_\_

If not, explain how you worked with your Auxiliary Presidents to encourage attendance at the District meetings: \_\_\_\_\_

---

---

9. Did you, as the District President, conduct an Official Visit to each of the auxiliaries within your District? \_\_\_\_\_

If not, please explain why:

---

---

---

---

10. Did you, as the District President, attend all Department Meetings including BOOT CAMP (Building on Organizational Training), any ZOOM training sessions or other special Department Meetings? \_\_\_\_\_ If not, did your Sr. Vice or Jr. Vice attend in your absence? \_\_\_\_\_

Provide the Name and District Officer title (Sr. or Jr. Vice President) attending in your absence.

---

---

---

---

---

**NOTE: The Department President will consider personal observations, or other Department Official Representatives' observations, and/or any communications received from other members regarding the performance and/or leadership of the District President, in determining the Circle of Champion results.**

**DISTRICT PRESIDENT:** \_\_\_\_\_

**DISTRICT MEETIN DATE:** \_\_\_\_\_

<b>District Officers</b>	<b>Present</b>	<b>Absent</b>
President		
Sr. Vice President		
Jr. Vice President		
Secretary		
Treasurer		
Chaplain		
Conductress		
Guard		
Patriotic Instructor		
Trustee 3		
Trustee 2		
Trustee 1		

<b>AUXILIARY</b>	<b>OFFICER PRESENT (President; SVP or JVP)</b>	<b># MEMBERS PRESENT AT DISTRICT MEETING</b>
706		
4407		
4437		
4833		
5450		
7674		
11367		
Total - DFL01		

***Send your report to the Department President within 2-3 days  
following District meeting***