



**Auxiliary**  
*Making a Difference*

PROCEDURE AND PROGRAM MANUAL



# DAV Auxiliary Procedural and Program Manual

This manual is not intended to replace the DAV Auxiliary National Constitution and Bylaws, but to serve as a reference tool for members, units, and state departments.

## **The DAV Auxiliary: Who We Are & What We Do**

**Mission Statement:** *Making a difference in the lives of disabled veterans and their families.*

**Vision Statement:** *The DAV Auxiliary is committed to supporting the principles of the Disabled American Veterans and fulfilling the purpose and goals to which our organization is devoted. As advocates for the well-being of disabled veterans and their families, we are dedicated to the pursuance of veterans' legislative initiatives, instilling patriotism in our fellow Americans, promoting youth involvement in all programs, and encouraging voluntary service.*

### **WHAT IS THE DAV AUXILIARY**

- A nonprofit association founded in 1922 by those who saw a need for assistance to the families, widows and orphans of disabled veterans, as well as the veterans themselves. During the century of existence, the organization has grown with hundreds of auxiliary units across the country along with important membership eligibility changes for full family inclusion.
- The national Auxiliary programs are not funded by the United States government, but depend totally on dues and contributions of its membership.
- The DAV Auxiliary is nonpolitical and does not endorse political candidates.
- National headquarters is located in Erlanger, Kentucky, as of July 2021.

### **WHO CAN BELONG**

- Any person eligible for membership in the Disabled American Veterans.
- Any person who served in the armed forces of the United States of America, who has not been dishonorably discharged or separated from such service, and who is not otherwise eligible for membership in the Disabled American Veterans
- The family and extended family members of any person (or any deceased person) eligible for membership in the Disabled American Veterans
- The family and extended family members of any person injured and may still be in active service in the armed forces of the United States of America and eligible for membership in the Disabled American Veterans
- The family and extended family members of any person who served with the armed forces of any nation associated with the United States of America as an ally, was honorably discharged, and became an American citizen

- The family and extended family members of any person who has served in the armed forces of the United States of America and has not been dishonorably discharged or separated from such service
- The family and extended family of Auxiliary members who are not otherwise eligible for membership
- Any member in good standing and eligible for membership in both the parent organization and the Disabled American Veterans Auxiliary shall be eligible to vote, hold an elected or appointed office and/or chairmanship in the Disabled American Veterans Auxiliary when not holding an elected or appointed office and/or chairmanship in the Disabled American Veterans.

## **SERVICES TO DISABLED VETERANS, THEIR DEPENDENTS AND SURVIVORS**

- **Benefits**: DAV National Service Offices throughout the country make sure all veterans and their families receive the benefits and services they are entitled to by law.
- **Legislation**: Whenever the rights and benefits of wounded, ill and injured veterans and their families are under threat, the DAV Auxiliary stands strong. Nowhere is this more evident than in the arena of legislation affecting disabled veterans and their families.
- **VA Voluntary Service**: DAV Auxiliary members volunteer countless hours of their time at VA facilities throughout the country.
- **DAV Transportation Network**: Auxiliary members are involved within the DAV Transportation Network serving as hospital service coordinators and van drivers.
- **Education Program**: Scholarships are granted to those meeting the eligibility criteria for continued education opportunities based on available funds.
- **Caregiver Initiative Program**: Sponsors caregiver outings and events in conjunction with VA Adaptive Sporting Events.
- **Service Program**: DAV Auxiliary has created a service program to assist surviving spouses of service connected disabled veterans in times of dire financial need.

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# FUNDRAISERS

Under no circumstances may fundraising solicitations be sent by mail, email, or posted on internet/social media, nor in any way which gains access to support outside of their geographic boundaries. Exception: If the unit mails a newsletter to their Auxiliary members, a fundraiser solicitation may be included in the body of that newsletter provided that the fundraiser: 1) is to benefit a specific project; 2) has received necessary approval. Said fundraiser solicitation shall not in any way be the primary purpose of the newsletter.

## CONTRACTS:

DAV Auxiliary units or state departments desiring to engage in fundraising projects involving, directly or indirectly, contracts of any nature shall be required to obtain prior approval from their DAV state department and the DAV National Executive Committee (NEC). If a contract is involved with any fundraiser, prior to signing, the DAV state department will submit a copy to DAV National Headquarters for review and approval of the DAV NEC.

## UNITS:

Fundraisers that **do not** involve general public donation solicitation:

- Unit fundraisers must be first discussed and approved by membership majority at a regular business meeting.
- If the fundraising solicitation is only among members and family/friends of members, no prior DAV chapter or DAV department approval shall be required for a fundraising project where gross receipts will be less than \$5,000. (If gross receipts are anticipated to be greater than \$5,000, then units must seek chapter and DAV department approval.)
- Advance written notice of thirty days to the DAV state department is required on all fundraising activities.

- Fundraising must be in compliance with federal, state, and local laws.

Fundraisers that involve general public donation solicitation:

- Unit fundraisers must be first discussed and approved by membership majority at a regular business meeting.
- Written permission request is then submitted to the parent chapter for approval. (In cases where there is no parent chapter, units must submit the written request to the DAV state department).
- Upon chapter approval, said chapter must submit the approved unit fundraising request to the respective DAV state department. (Units may forward the fundraising request to the DAV state department on the chapter's behalf, if necessary.)
- The DAV Department Executive Committee (DEC) shall then determine if approval is warranted and will notify the unit.
- To reiterate, **any fundraising project which involves the general public requires chapter and DAV department approval.**

## FORGET-ME-NOT DRIVES:

Units wishing to conduct Forget-Me-Not drives only require the approval of their parent chapter with advance written notice of thirty days to the DAV state department. The Forget-Me-Not Drive shall not exceed seven total days throughout the membership year. Ref. DAV National Bylaws, Article 15, Section 15.3, Para. 5.

## STATE DEPARTMENTS:

State department fundraisers require approval of the DAV Auxiliary state executive committee. A written request must then be submitted to the DAV State Department for consideration by the DAV

DEC. Written notice is then provided to the Auxiliary State Department.

An Auxiliary state department may conduct such Forget-Me-Not Drive within the state, in cities or counties where there is no chapter, with the approval of the DAV State Department.

### **AUXILIARY LOGO USAGE –**

- The Auxiliary logo or seal may be used on fundraising projects provided appropriate fundraising approval has been received.
- Approval is not required for logo/seal usage on stationery items, business cards, name badges, hats, shirts, etc., and other items that promote the name and positive mission of the organization.
- Items bearing the DAV Auxiliary seal or logo may be sold to other members of the organization **at cost, but may not be used to generate revenue.**

### **Fund Raising FAQ's**

#### **Q. Can my unit solicit funds using social media and other internet means?**

**A.** No. Fundraisers must be confined to the chartered territory of the unit. By virtue of use of the internet and/or social media, the Unit would be soliciting and generating income from well beyond its chartered territory.

#### **Q. Can my unit advertise our fundraising event on social media and in our community paper?**

**A.** Certainly. You may advertise the event on social media and in the local community paper as an invitation to attend. However, you may not directly ask for donations or provide an address to where donations may be sent.

#### **Q. Our unit wants to conduct a Forget-Me-Not fundraiser to be held over two weekends in locations covering the northern part of our state. Is this acceptable?**

**A.** An Auxiliary unit, with its chapter prior consent, may conduct one Forget-Me-Not Drive annually. The drive may not infringe on the territory of another DAV chapter or Auxiliary unit. Also, the event shall not exceed a total of seven days (not required to be consecutive days). Always notify the DAV state department of the Forget-Me-Not drive dates no less than thirty days in advance.



# **UNIT/STATE DEPARTMENT FUNDS**

## **UNIT/STATE DEPARTMENT DONATIONS**

We have an obligation to our generous donors to assure their donations will be used to support DAV and/or DAV Auxiliary programs. There are very worthy non-profit organizations; however, as a non-profit veterans' service organization, we must be conscientious stewards of the funds raised by and donated to **our** organization. The rationale being – had the donor wanted their donations to go to another non-profit group, they would have appropriated their funds to that cause. Instead, they chose our organization, making it the responsibility of our members, units, and state departments to ensure that funds collected are expended as the donor intended.

Examples of acceptable donations include the DAV Auxiliary Education or Service Program, Caregiver Initiative Program, Winter Sports Clinic, VA Medical Centers, State Veterans Homes, DAV Transportation, or the Disaster Relief Program.

## **ACCUMULATION OF FUNDS**

Units and State Departments may not accumulate funds, whether for service purposes or otherwise, in excess of three times the expenses of their last fiscal year. Those entities affected must develop a plan to expend funds within a reasonable time. The expenditure of excess accumulated funds must be for service purposes only.

Units must develop a spend-down plan to come into compliance. It is recommended that the plan span a five-year period rather than make an immediate spend down. A reasonable period of time for a spend-down plan is over a five-year period. The spend-down plan must be approved by the unit and sent to Auxiliary national headquarters for review. Units should revisit and review the plan each year and make necessary adjustments based on the financial position at that time.

State departments must provide national headquarters with a budget that includes a spend-down plan following the next finance committee meeting explaining how the funds will be expended over the specified time period. The plan should be revisited annually and is subject to adjustment based on the needs of the state department or national organization and its programs.

## **FIDELITY BOND INSURANCE**

Purchasing fidelity bond insurance is a measure to protect the financial assets of the unit or state department, particularly those entities with considerable funds. Such insurance covers financial loss due to negligent or fraudulent actions.

## **DAV AUXILIARY AS A 501(c)(4)**

DAV Auxiliary entities are covered by the DAV Auxiliary's group tax exemption and are considered "social welfare organizations" as defined in Internal Revenue Code 501(c)(4). As such, these organizations are not organized for profit but operate exclusively for the promotion of social welfare as it relates to the organization's exempt purpose which is service to disabled veterans and their immediate families. DAV Auxiliary units and state departments substantially devote all of its resources towards activities that promote its "exempt purpose."

Our organization cannot limit aid or assistance solely to its members and/or their family members and must serve all disabled veterans and their immediate families.



# **DAV AUXILIARY CONVENTIONS/CONFERENCES**

## **NATIONAL CONVENTION**

The official business of the organization is conducted at the annual national convention where, among other important business, bylaw amendments are presented to the delegates for consideration and approval and elections are held for national offices. The national convention is composed of the elected national officers, the past national commanders, and the delegates representing the state departments and units of the organization.

The call to the convention is sent to the state departments and units (through the adjutant) and contains important information regarding the convention and instructions for notifying national headquarters of the delegates and alternates selected/elected to represent their respective entity.

State departments elect one delegate and one alternate to represent the state department at the national convention.

Units shall select one delegate and one alternate for its charter, and one delegate and one alternate for each twenty-five life members or major fraction thereof. Example: A unit with 67 life members would be entitled to four delegates and four alternate delegates. Delegates are selected at a regular unit business meeting. In the event there are more members wishing to attend the national convention than delegates or alternates permitted based on total membership, an election will ensue to determine appropriate number of delegates and alternates entitled for unit representation.

State departments and units are asked to advise national headquarters of the delegates and alternates attending the national convention. The instruction for this notification will be included in the call to convention.

In order to register as a delegate at a national convention, the delegates and units must be in good standing. Refer to the national constitution and bylaws.

## **STATE CONVENTION**

The annual convention of the state department is held at a time and place determined by the parent organization's state department. State adjutants are asked to send a call to convention with appropriate information regarding delegate notification.

Units shall select one delegate and one alternate for its charter, and one delegate and one alternate for each ten life members or major fraction thereof.

## **NATIONAL FALL CONFERENCE**

The annual Fall Conference is a gathering of members where workshops are conducted, newly elected/appointed chairpersons give presentations regarding their respective programs, and a variety of information is presented. This event is open to all. Conference information will be posted on the organization's website and newsletter, in the DAV Magazine, and sent to the adjutants to share with the members.



# **MEMBERSHIP**

Membership has long been referred to as the foundation of the organization. Members are critical to the organization's existence and providing service to our nation's ill and injured veterans and their families. On the legislative front, the larger our numbers, the louder our voice becomes.

There are many great reasons to join the DAV Auxiliary: exclusive member benefits, exceptional volunteer programs, and an opportunity to serve veterans and their families directly. But the most important reason for joining the DAV Auxiliary is the pressing need to protect the benefits veterans have earned for the people they care most about – their families.

## **ELIGIBILITY:**

**Section 1:** Any person who is eligible for membership in the Disabled American Veterans is also eligible for membership in the Disabled American Veterans Auxiliary.

**Section 2:** Any person who has served in the armed forces of the United States of America, who has not been dishonorably discharged or separated from such service, and who is not otherwise eligible for membership in the Disabled American Veterans, is eligible for membership in the Disabled American Veterans Auxiliary.

**Section 3:** The family and extended family members of any person (or any deceased person) eligible for membership in the Disabled American Veterans, are eligible for membership in the Disabled American Veterans Auxiliary.

**Section 4:** The family and extended family members of any person injured and may still be in active service in the armed forces of the United States of America and eligible for membership in the Disabled American Veterans, are eligible for membership in the Disabled American Veterans Auxiliary.

**Section 5:** The family and extended family members of any person who served with the

armed forces of any nation associated with the United States of America as an ally, was honorably discharged, and became an American citizen, are eligible for membership in the Disabled American Veterans Auxiliary.

**Section 6:** The family and extended family members of any person who has served in the armed forces of the United States of America and has not been dishonorably discharged or separated from such service are eligible for membership in the Disabled American Veterans Auxiliary.

**Section 7:** The family and extended family of Auxiliary members who are not otherwise eligible for membership in the Disabled American Veterans Auxiliary.

**Section 8:** Any member in good standing and eligible for membership in both the parent organization and the Disabled American Veterans Auxiliary shall be eligible to vote, hold an elected or appointed office and/or chairmanship in the Disabled American Veterans Auxiliary when not holding an elected or appointed office and/or chairmanship in the Disabled American Veterans.

### **Life Membership Rates:**

- **Life membership fees are \$250 for ages 18-79.**
- **Age 80 and over shall be complimentary.**

A member may secure a life membership by submitting the entire life membership amount of \$250 or with a minimum \$20 down payment. Quarterly billing statements will be sent from National Headquarters until the balance is paid in full. There is no defined amount of time required to pay the life membership in full and members may pay as frequently as they desire. To maintain active member status, a member should make a minimum \$10 payment per year. Once a life membership has been paid

in full, no further dues are owed and a full-paid life membership card will be issued.

A member's status will be considered Inactive if sufficient funds have not been paid toward the life membership to accomplish the annual July 1 membership distribution.

Membership dues paid on a life membership are non-refundable.

An Auxiliary membership year is July 1 through June 30.

## **HOW TO APPLY FOR MEMBERSHIP**

### **ONLINE APPLICATION**

- Log in to [www.davauxiliary.org](http://www.davauxiliary.org)
- Under **Membership** tab select **Join DAVA**.
- Follow the online instructions which include payment options such as full payment or automatic withdrawals.

### **PAPER APPLICATION**

- Complete a membership application providing all the required information.
- Indicate type of membership and amount paid.
- Indicate credit card information on form (if applicable) and select automatic payment withdrawal option, if desired.
- Submit check or money order along with membership application to national headquarters.

**NOTE:** New members can always call the national headquarters office and speak to a staff member to provide their credit/debit card information.

### **PHONE APPLICATION**

Members wishing to apply by phone may call national headquarters with the necessary information, including credit/debit card information.

## **MEMBERSHIP PAYMENTS**

Dues statements are sent on a quarterly basis (January, April, July, October). Members have the option to:

- Submit the dues statement in the envelope provided.
- Pay by check, money order, or credit card.

- Do not send cash through the mail.
- Call National Headquarters with credit/debit card payment information and/or to establish automatic payment withdrawals.

**NOTE: New membership applications are not voted on for acceptance.**

## **MOBILE MEMBERSHIP APPLICATION**

A DAV Auxiliary membership application can be downloaded to your phone or tablet, making recruitment as easy as a few clicks of a button. By downloading this membership application, members have the ability to recruit without the inconvenience of carrying paper applications. The applicant can apply for membership by using the mobile application and pay securely using their debit or credit card.

To start, open your Internet browsing app (Google, Chrome, Safari, etc.) on your phone/tablet, type [www.davauxiliary.org](http://www.davauxiliary.org), and select "Join DAV Auxiliary." Once the page has loaded, bookmark the webpage or save to the home screen of your device. If you need assistance with the process, contact National Headquarters.

## **JUNIOR MEMBERSHIP**

Junior memberships are complimentary from birth to age 18. Families may secure a life membership for a junior at any time with a \$20 down payment and unlimited amount of time to pay the balance.

Starting a life membership for a junior member not only secures the current life membership rate, it also prepares the junior for their future as a senior member of the organization. Once paid in full, no additional dues will be required.

## **MEMBERSHIP TRANSFERS**

Life and junior members of one auxiliary unit may secure a transfer of membership to another unit provided that their membership is in good standing. The receiving unit shall notify National Headquarters of its approval or disapproval of the transfer.

Refusal to accept a transfer shall require that the receiving unit notify the member and National Headquarters of such vote within thirty (30) days after which a member may resubmit transfer request.

All rights of membership shall become effective when written notification of the unit's approval has been received by national headquarters.

A transfer shall not take effect as to dues credit or voting strength until the beginning of the membership year following completion of the transfer. Exception: Transfer of members from National At-Large take effect immediately.

A member of a revoked unit upon request, may transfer membership to another chartered unit or become a member at-large.





# **LOCAL UNIT**

## **DUTIES OF UNIT OFFICERS**

### **COMMANDER**

- Presides at all regular or special meetings.
- Chairs Unit Executive Board meetings.
- Appoints Unit Adjutant, Chaplain, committee chairmen, and other positions deemed necessary, with unit approval.
- Countersigns all checks and warrants/vouchers/check requests issued.
- Performs all other duties that may reasonably be assumed with the office as set forth in the Constitution and Bylaws of the National Auxiliary, the Standard State Bylaws, Standard Unit Bylaws, and in the Official DAV Auxiliary Ritual.
- The commander shall also carry out such other duties as may be lawfully determined by the unit.
- To ensure the safeguarding of funds, properties and other assets against unauthorized loss or use.

#### **Unit Meeting Protocol:**

1. The official ritual and general instructions for conducting a unit business meeting can be found in the National Constitution and Bylaws.
2. Open the meeting at the appointed time, maintain order throughout, and follow the proper sequence of business.
3. To ensure the integrity of the business meeting personal grievances/matters unrelated to the business of the organization are prohibited and members should be respectful at all times.
4. Properly recognize members who wish to speak.
5. State and put to vote any motions brought forth during the meeting proceedings and to announce the results of each vote.

6. Declare the meeting adjourned when the Unit so votes or at the time prescribed in the program of the meeting.

At each meeting the Commander should have available:

- National Auxiliary Constitution and Bylaws.
- A list or agenda of the order of business.
- A list of all committees and chairmen.
- State Department Standing Rules.
- Unit Standing Rules.

#### **Practices of an effective Commander**

Commanders are the unit's representative and program coordinator for the duration of their term. In addition to conducting meetings, a unit Commander should:

- Maintain a working relationship with the parent chapter and the state department.
- Appropriately represent the DAV Auxiliary at all functions and events. The Commander may delegate responsibilities to another officer or member in his/her inability to attend.
- Promote member participation. Encourage committee chairmen and members to share information of upcoming events or programs of interest to the membership.
- Appoint and empower members and committees to research and recommend, plan, or perform, activities and programs that are beneficial to the purpose of DAV Auxiliary.
- Involve the Senior Vice Commander in decision making and practices.

### **SENIOR VICE COMMANDER**

The Senior Vice Commander shall perform the duties as set forth in the National Constitution and Bylaws and Official DAV Auxiliary Ritual. If given a chairmanship, such as membership, a report shall be given

at each meeting. In the absence of the unit Commander, the Senior Vice Commander shall act in that capacity. Should the office of Commander become vacant, the Senior Vice Commander shall move up in position to fill the vacancy. If the Senior Vice Commander refuses to accept the office of Commander, the position of Senior Vice Commander shall also be declared vacant. The Junior Vice Commander shall fill the office of Commander, and an election shall be held for the offices of Senior Vice Commander and Junior Vice Commander.

### **Check Issuance**

- In the absence of the Unit Commander, the Senior Vice Commander may cosign the Warrant/Voucher/Check Request for a unit check.
- In the absence of the Unit Commander or Treasurer, the Senior Vice Commander may cosign the check.

### **JUNIOR VICE COMMANDER**

The Junior Vice Commander shall perform the duties of the office set forth in the National Constitution and Bylaws and Official DAV Auxiliary Ritual. Should a chairmanship be a duty of the office, a report shall be given at each meeting and the involvement of the membership should be encouraged. Should a vacancy in the office of Senior Vice Commander occur, the Junior Vice Commander shall assume that position. If the Junior Vice Commander refuses to accept the office of Senior Vice Commander, the position of Junior Vice Commander shall be declared vacant and an election shall be held to fill the Senior Vice Commander and Junior Vice Commander positions.

### **Check Issuance**

- In the absence of the Unit Adjutant the Junior Vice Commander may sign the Warrant/Voucher/Check Request for a unit check.

### **ADJUTANT**

The Adjutant is the liaison between national

headquarters and the unit and is responsible for distributing and sharing all communications from national headquarters and the state department with the officers and members. The communications received from national headquarters are not the personal mail of the Adjutant and must be shared.

- The Adjutant is responsible for keeping the unit's records and managing the official correspondence of the unit.
- The Adjutant shall keep detailed records of action taken at the unit's meetings and executive board meetings. Refer to **Procedures for Taking Minutes** on page X in this section.
- **Election Meeting Notification** – The Adjutant is responsible for notifying all auxiliary members of a meeting to hold annual nominations and elections. Said notice shall specify that this will be the subject of the meeting, when the meeting will be held, time the meeting will be held, and where the meeting will be held. The Adjutant shall notify all life members at least ten (10) days prior to any nominations and/or elections. Said notice may be by mail, email, newsletter, or by phone.
- **Special Meeting** – Notice of special meetings must be in writing and sent by mail. A special meeting notification shall indicate what subject is to be discussed and no other business may be brought before the membership.
- The Adjutant shall make the unit minutes and records available to members upon request.
- Shall furnish state headquarters with the names of state convention delegates and alternates.
- Shall furnish national headquarters with the names of national convention delegates and alternates.
- Submit the unit officer report form within ten days following installation.
- Submit the unit financial report with schedules attached and current bank statement no later than September 30.

- Maintain an updated membership roster and notify state and national headquarters of any changes, including addresses, returned mail, deceased notices, etc. (A membership list is mailed to the unit Adjutant in July of each year by national headquarters.)
- Membership information is to be safeguarded at all times and may not freely be shared with anyone other than a unit officer. Remember, minors be included in the list and their information must be protected.
- Send a copy of confirmation of filing IRS Form 990-N e-Postcard or a copy of the appropriate Form 990 based on income to State and National Headquarters.

### **Check Issuance**

- The Unit Adjutant **initiates** and signs the Warrant/Voucher/Check Request for a check.

### **TREASURER**

The Treasurer is the custodian of the unit funds. All monies from any activity of the unit shall be turned over to the Treasurer and deposited by the Treasurer within thirty days.

**Membership dues paid to the unit by members must be remitted to national headquarters immediately.**

It shall be the responsibility of the Treasurer to:

- Establish and maintain a bank account in the name of the Unit, Disabled American Veterans Auxiliary. The three required authorized signatures shall be the Unit Commander, Unit Senior Vice Commander, and Unit Treasurer.
- Ensure the safeguarding of funds against unauthorized loss or use.
- Keep a system of accounting that indicates income and disbursements and reconcile the accounts each month.
- Pay out money only on warrants/vouchers/check requests, properly signed, as voted upon by the Unit or in

accord with Unit Standing Rules.

- Render at each regular business meeting a treasurer's report to include an itemized statement of receipts and expenditures. Preserve all receipts and vouchers for any payments made.
- Submit the appropriate annual 990 report to Internal Revenue Service.
- Submit all records necessary for an audit to the audit committee. A complete audit must be performed yearly, and the annual financial report sent to the state and national organization.
- All financial records must be brought to each unit business meeting and made available for review of the members.

### **Check Issuance**

- Upon receipt of the properly authorized and signed request for a check accompanied by receipts to substantiate the expenditure, the Unit Treasurer shall prepare and sign the check.

### **CHAPLAIN**

The Chaplain is the spiritual leader of the unit and shall be responsible for leading prayers for the unit meetings. The Chaplain should be sensitive to all beliefs.

- They shall keep the unit informed of members who may be in distress, and send remembrances to ill or deceased members, or their family, in accordance with the unit's standing rules.
- The Chaplain may be called upon to represent the unit at funeral services for deceased members.
- In cases of illness or distress, confidentiality is of utmost importance and personal information must not be divulged without the expressed permission of the member or their family. This includes social media postings.

For additional information pertaining to the Chaplain position, refer to the Miscellaneous Information and Form section of this Manual.

## **SERGEANT-AT-ARMS**

Shall assist the Commander in preserving order during unit meetings when called upon to do so. The Sergeant-At-Arms may be responsible for handling the physical arrangement of the meeting room.

### **DUTIES OF AN AUXILIARY MEMBER**

- Conduct yourself in an orderly manner.
- Remain attentive and respectful when someone has the floor.
- Eliminate conversations between yourself and other members while the meeting is being conducted.
- If able, stand and be recognized by the chair should you wish to make a motion, ask a question or discuss some matter pertinent to the unit and its members.
- Personal matters and grievances unrelated to the business of the unit have no place in a unit meeting.
- Become involved and be ready to take on added responsibilities. Together we can do more.
- Be good stewards of unit funds which are donated to serve veterans and their families.
- Request to see and review the financial records of the unit.
- Do not always be ready to criticize the action or mistake of another member or officer. We should always be supportive of one another.
- Officers are elected by the unit and their positions must be respected. They in turn must realize that the unit is the governing body and each member is part of that unit.

### **TYPES OF UNIT MEETINGS**

#### **Regular Meetings**

Each unit shall hold no less than four regular business meetings per year at a time and place set by vote of the unit membership.

Four (4) senior members shall constitute a quorum, one of whom shall be the Commander or a Vice Commander.

Regular business meetings are to be conducted according to the Official Ritual, using the agenda provided in the Ritual (found in the National Constitution and Bylaws). When it is necessary, the Ritual may be dispensed with, by vote, in order to expedite business.

If any officer, elected or appointed, is absent without good cause for three (3) consecutive meetings, the office shall be declared vacant. Vacancies in elected offices shall be filled according to the Standard Local Unit Bylaws. Vacancies in elected offices that may occur between annual elections may be filled at a regular unit business meeting by vote of a majority of members present and eligible to vote. The unit Commander shall appoint a member to fill an appointed position with membership approval.

### **AGENDA**

1. Vote on Transfer Members
2. Introduction of Visitors
3. Introduction of new members followed by initiation, if applicable.
4. Reading of Minutes of last Unit and Executive Board Meetings
5. Treasurer's Report of Receipts and Disbursements
6. Reading of Bills and Communications
7. Sickness and Distress
8. Report of Committees: Membership, Americanism, Community Service, Legislative, Junior Activities, VAVS, Ways and Means, and any other appointed committees
9. Unfinished Business
10. New Business
11. Money March
12. Remarks for the good of the Organization
13. Closing Ceremony

### **EXECUTIVE BOARD MEETINGS**

Executive Board meetings shall be called by the Commander with sufficient notice to enable all members to attend, or on written request of five life members of the Board,

with sufficient notice to all Board members. A majority of the Executive Board shall constitute a quorum.

Members of the Executive Board are: Unit Commander, Senior Vice Commander, Junior Vice Commander, Treasurer, and the Immediate Past Unit Commander. In addition, units of 50 or less life members, two (2) members shall be elected to serve on the Executive Board. In Units with more than 50 senior members, four (4) members shall be elected. Units may elect alternates to the Executive Board, if desired.

An Executive Board shall transact the business of the Unit between meetings of the unit and make recommendations; however, none of its actions shall conflict with the actions taken by the Unit.

All board meetings are open meetings; however, only members of the Executive Board may make motions or vote on same.

The Unit Adjutant attends the meetings for the purpose of taking minutes. The Chaplain may attend for spiritual guidance.

Minutes of all Executive Board meetings must be read at the next regular meeting of the Unit for approval by the unit membership.

### **SPECIAL MEETINGS**

Special meetings may be called by vote of the Unit at a preceding regular meeting, by direction of the Unit Commander, or by the Unit Commander upon receipt of a written request by a quorum of life members. The request shall state the purpose of the meeting.

Written notice of special meetings and their purpose shall be mailed to all members by the Adjutant. No business may be transacted at a special meeting except that for which the meeting was called. A quorum must be present. Minutes of the special meeting must be read and approved at the next regular business meeting.

The order of business and procedure of special meetings shall be:

1. Call to Order
2. Special order of business
3. Closing

### **TIME SAVERS FOR CONDUCTING A MEETING**

A Commander/Chair should remember to keep the meeting moving efficiently and productively. An issue may not be discussed without a motion and a second.

- Be prepared when presenting motions. Do not make up the wording of the motion once you have been recognized to speak. This helps prevent complicated amendments or withdrawing it and starting over again. Remember that a well thought out motion includes what is to be done, when it is to be done and, in some cases, how much time or money is involved. It must be kept as clear as possible for consideration.
- The Commander should contact committee chairmen, prior to the meeting being called to order, to see if they have a report. Only those committee chairmen who will be making a report should be called upon.
- A life member in good standing can only speak twice to a motion, but only after everyone who wants to speak for the first time does so.
- Disbursements may only be made by vote of the unit or in accordance with unit standing rules.
- Unit standing rules may be amended at a regular unit business meeting.
- Majority of the unit body dictates and decides upon motions and procedures.

An effective commander or chairman provides their membership with information so that they also know how to keep meetings moving.

### **PROCEDURES FOR TAKING MINUTES**

The minutes of a unit reflect what transpired during a meeting and should not be the

Adjutant's personal opinion or verbatim statements.

The opening paragraph should contain the kind of meeting; i.e., regular, board, or special, name and number of the unit, date, time, and place of the meeting. It should include if a quorum was present, and if elected and appointed officers were present or absent.

Minutes should always include:

- Number of members in attendance
- Names of visitors
- New member introduction
- Acceptance or rejection of a transfer member
- Approval of previous board, special or regular meeting minutes (indicating any corrections). A motion to accept the minutes of a general membership meeting is not required.
- Minutes of all Executive Board Meetings must be read at the next regular meeting of the unit for approval by the unit. A motion and a second must be made by an executive board member to accept the minutes of an executive board meeting. Minutes of general and executive board meetings shall be given/read to the membership at the next general meeting.
- All motions considered by the unit shall be recorded along with the names of the members making such motions. The minutes shall indicate that the motion had a second and that discussion followed. It is not necessary to include the name of the member who seconded the motion, just that a second was made. The details of the discussion do not have to be recorded verbatim, only that discussion was allowed. It shall be recorded in the minutes whether the motion passed by majority or was amended/rejected. Should the motion fail to have a second, it is so recorded by stating the motion did not have a second; therefore, the motion failed. Any corrections made to the minutes of the prior meeting shall be recorded in the

minutes of the meeting when they are corrected.

- Portions of the treasurer's report should be included: namely balance on hand from the previous month, total income taken in during the month (source and amount), total expenses for the month (source and amount), and the present balance with any outstanding checks accounted for. Include member names and amounts paid at the meeting. A copy of the Treasurer's Report should be filed with the minutes.
- Approval of any bills presented (including to whom they will be paid, the amount, and the reason for the reimbursement)
- Sickness and distress; always maintaining an appropriate measure of privacy without divulging personal information
- Committee reports, if given.
- Unfinished business
- New business
- Money March (with the purpose of the funds stated)
- All points of order should be recorded
- The last paragraph should contain the hour of adjournment and the date of the next regular meeting. The minutes should be signed and dated by the Adjutant.

**NOTE:** When a count has been ordered, or a vote is by ballot, the number of votes, as well as the outcome of the vote, should be entered into the minutes.

When the minutes are approved, "Approved" with the Adjutant's initials and date should be written below the Adjutant's signature.

### **UNIT STANDING RULES**

It is recommended that units not only prepare standing rules, but revisit them on a regular basis. All standing rules and subsequent amendments must be approved by the unit body at a regular business meeting and may not conflict with the national constitution and bylaws or state standing rules.

Why have standing rules? Not only can standing rules be a guide for the unit, they can help expedite the business of the unit. Sample standing rule contents are: meeting days and time, month of annual elections, stipulations regarding state convention or conference attendance, when and if a Chaplain is to send cards, memorial service participation in the event of the passing of a member, and other topics specific to the unit.

### **AUDITING FINANCIAL RECORDS**

**Prior to the installation of a newly elected Treasurer** (not re-elected), all members of the Audit Committee shall be present to **audit** the financial records of the unit. *This internal audit does not require the completion of the Annual Financial Report Form and should not be submitted to National Headquarters.*

**Prior to the installation of a re-elected unit Treasurer**, an Audit Committee shall **examine and verify** the financial records of the unit. *This review does not require the completion and submission of the annual financial report.*

After July 1, a complete audit should be performed of the unit records for the accounting period of July 1 – June 30 at which time the annual financial report form will be completed for submission to national headquarters.

When auditing the Treasurer's records, the Commander appoints three Auxiliary members to serve on the audit committee. Not eligible to serve on this committee are the Commander, Adjutant, Treasurer, and Senior Vice Commander. The Treasurer may be present during the audit in order to answer any questions.

The Treasurer must provide to the committee all financial records including the properly signed warrant/voucher/check requests with applicable receipts attached, the checkbook, and bank statements.

When verifying disbursements, see that all warrants/vouchers/check requests are signed by the Commander and the Adjutant, have applicable receipts attached, and a check issued for same. The checks should be signed by the Commander and Treasurer, or, in the absence of the Commander or Treasurer, the Senior Vice Commander.

All warrants/vouchers/check requests and checks should indicate the purpose for which they are written. Disbursements should also be entered in the check register.

Verify the bank balance. The last bank statement received should be used to reconcile the final balance in the checkbook and the check register. Each month, the Treasurer should reconcile the bank account, according to the instructions on the bank statement.

The result of the audit is to be reported on the Annual Financial Report form, which is sent to all Units from National Headquarters. Within 10 days following completion of the audit, a copy of the Annual Financial Report form is to be sent to National Headquarters and to the DAV and DAV Auxiliary State Headquarters. **Included with the report should be the attachments for required lines and a bank statement for the period ending closest to June 30.** Failure to comply will bar the Unit delegates from voting at State and National Conventions.

After the audit is completed, the committee is to sign and date the checkbook, and the record/ledger book.

The Annual Financial Report Form is read to the Unit membership by the Audit Committee Chairman. This report must then be adopted by the membership and so recorded in the minutes.

Should the gross income of any Unit exceed \$300,000, the unit financial records shall be reviewed and verified by an Independent or Certified Public Accountant.

## **UNIT ELECTIONS**

A proper quorum must be present to conduct the annual election of officers.

- All life members must be notified (newsletter, mail, email, phone call, etc.) that the annual election will be held giving time, place, and date.
- Membership application and/or dues may be accepted up to the time the meeting is called to order.
- The Adjutant must have a current membership roster available at the time of elections. Any life member in good standing may vote or be considered for an office or appointment. Remember, the Commander can always vote.
- Any member may be nominated from the floor if they are a life member in good standing of the unit.
- The Commander conducts the election.
- The Commander begins by stating that nominations are open for the office of commander and asks if there are any nominations. (Members who are absent from the meeting for elections may submit a letter of intent for consideration of nomination for a unit office if they so desire.) The Commander then pauses and if there are no other nominations, declares nominations closed for the office of Commander and then calls for the vote. Majority determines the outcome. The Commander will then proceed with nominations and election of each individual elected office (Senior Vice Commander, Junior Vice Commander, and Treasurer).
- All elections of officers shall be by written ballot. A majority of all ballots cast shall be necessary to elect. When there is but one candidate for an office, election shall be by voice vote.
- The Commander shall appoint two members to act as tellers. After all who are entitled to do so have voted, the ballots shall be declared closed and the tellers shall then proceed to count the votes in full view of the Unit. One of the tellers shall examine each ballot, singly,

and pass the same to their associate. The outcome is announced by the Chair.

**Q:** Since our officers would like to remain in their current positions, do we have to have an election?

**A:** Yes. The National Constitution and Bylaws require an annual election of officers.

**Q:** Since our officers would like to remain in their current positions, can we elect the entire slate with one vote?

**A:** No. That would not be a proper election.

## **INSTALLATION OF UNIT OFFICERS**

All elected officers must be properly installed at a time and place determined by the unit (may be performed at the conclusion of the meeting for elections). Reelected officers must still be installed for their new term.

The Unit Commander and the Unit Officers shall be installed by an Auxiliary Past National Commander, an elected National Officer, the National Adjutant, the National Assistant Adjutant, an elected state officer, a Past State Commander, or a Past Unit Commander. The incoming Unit Commander selects the installing officer.

**Q:** Can a Past Unit Commander install newly elected officers if he/she happens to be one of the newly elected officers?

**A:** Yes.

**Q:** I served as Unit Commander in my unit. Am I eligible to install newly elected officers in my unit and/or any another unit?

**A:** Yes, as a Past Unit Commander you have the privilege of performing the ceremony of installation.

**Q:** Can a DAV Officer install Auxiliary Officers?

**A:** No. Please refer to proper installing officers above.



## **RETURN OF UNIT PROPERTY**

Upon election and installation, or appointment of the successor to any such office, all unit property in his or her possession or control shall be surrendered to their successor.

## **STATE EXECUTIVE COMMITTEE MEMBER AND ALTERNATE**

Each unit shall elect a State Executive Committee (SEC) Member and Alternate prior to the state convention to represent the unit at the State Executive Committee meeting/s. The State Executive Committee is composed of the State Commander, State Senior Vice Commander, each State Junior Vice Commander, the Immediate Past State Commander, the State Treasurer, any active resident Past National Commander, if so desired, and one State Executive Committee Member or Alternate elected by each unit.

The term of office for State Executive Committee Members and Alternates shall be the same as State Officers.

The State Executive Committee shall meet at the call of the State Commander. One State Executive Committee meeting shall be held within twenty-four hours preceding each State Convention and one State Executive Committee meeting shall be held within twenty-four hours following the adjournment of each State Convention. Additional meetings may be called, with sufficient notice, by the State Commander or upon written request by seven (7) members of the State Executive Committee.

There may be an occasion when State Executive Committee business will be addressed by mail ballot or online meeting.

All State Executive Committee Members and Alternates shall be installed by a proper installing officer at a time and place and provided in the State Standing Rules.

## **PROPER INSTALLING OFFICERS**

State Executive Committee Members and Alternates shall be installed by an Auxiliary Past National Commander, an elected National Officer, the National Adjutant, the National Assistant Adjutant, an elected State Officer, or a Past State Commander.

The Auxiliary Ritual found in the National Constitution and Bylaws must be used for all installations.

## **QUALIFICATIONS**

Any life member in good standing shall be eligible to hold the position of SEC or Alternate SEC.

Any member of the unit who has an elected or appointed unit position can be elected as a State Executive Committee Member or Alternate. However, any member of the unit who is an elected state officer with a vote on the State Executive Committee cannot be elected as a State Executive Committee Member from the unit. **EXCEPTION:** The State Judge Advocate and State Adjutant may be elected as a State Executive Committee Member by the unit since they have no vote on the State Executive Committee.

## **SEC DUTIES**

If possible, must attend pre-convention and post-convention State Executive Committee meetings, meetings designated in the State Standing Rules, and any special meetings called by the state department.

The State Executive Committee Member and Alternate are the liaison from the unit to the state department. It is their responsibility to report to the unit after attending a State Executive Committee meeting and to inform the unit of any ballot they receive. They should also communicate the outcome of the vote to the unit.

The unit must do its part to help the Adjutant prepare for roll call at the pre and post-

convention SEC meetings. It is the duty of each unit to send the names of the duly elected SEC's and Alternates to the State Adjutant to enable them to prepare for the roll call of SEC's. If the information has not been sent in advance of the convention, the unit should see that it is hand-delivered by a member at the State Convention. It is from those who answer the roll call that the State Adjutant determines that a quorum is present.

### **MERGERS – CHAPTER**

Should parent chapters vote to merge, and it is approved by the national parent organization, the auxiliary units affiliated with the chapters shall also merge.

All members from the revoked unit shall automatically be transferred into the receiving unit and new membership cards will be issued.

**All assets, properties, etc., of the revoked unit shall become part of the assets, properties, etc., of the receiving unit.**

**The charter of the revoked unit shall be returned to National Auxiliary Headquarters.**

When a chapter with an auxiliary votes to merge with a bachelor chapter, the members of the revoked unit shall be transferred into and become a new Auxiliary unit. A new charter under the name and number of the receiving chapter shall include the names of all members in good standing of the former unit. The existing charter shall be returned to National Auxiliary Headquarters.

### **MERGER – AUXILIARY UNITS**

An auxiliary unit, upon approval of its unit membership at a regular business meeting, may request a merger with another auxiliary unit. The receiving auxiliary must approve the merger by vote of its unit membership at a regular business meeting. No vote is to be taken on any individual member; the unit is

accepted as a whole by a vote to approve the merger.

The Auxiliary State Executive Committee must approve all unit mergers. After approval, the State Adjutant will notify Auxiliary National Headquarters of the merger. If no State Department exists, unit mergers shall be approved by the Auxiliary National Executive Committee.

Once merged, units may not “unmerge.” However, a new unit associated with a chapter may be chartered provided the charter application requirements are met.

The procedure for a unit merger is as follows:

1. The unit wishing to merge with another unit must approve the merger by vote of its unit membership at a regular business meeting with a quorum present. All current members of the merging unit must be notified, in writing, at least ten (10) days prior to the regular business meeting that a vote will be taken to merge the unit. This notice to merge shall include the date, time, and place of the meeting.
2. The merging unit shall send a request to merge, in writing, to the receiving unit.
3. The receiving unit must approve the merger by vote of its unit membership at a regular business meeting with a quorum present. The receiving unit shall notify its membership and the merging unit of their decision in writing.
4. Minutes of both unit meetings during which the merger was approved shall be sent to the Auxiliary State Department by its respective Unit Adjutant. (**NOTE:** In the absence of an Auxiliary State Department, the minutes shall be sent to Auxiliary National Headquarters for approval by the Auxiliary National Executive Committee.)

5. The Auxiliary State Executive Committee shall approve all unit mergers and notify the respective units of their decision.
6. The Auxiliary State Adjutant shall send notification of approval of the merger by the Auxiliary State Executive Committee with copies of the minutes in which the merger was approved to Auxiliary National Headquarters for processing.

When National Auxiliary Headquarters has been notified of the merger approval, the members of the revoked unit shall automatically be transferred into the receiving unit and new membership cards will be issued.

All assets, properties, etc., of the revoked unit shall become part of the assets, properties, etc., of the receiving unit. The charter of the revoked unit shall be returned to National Auxiliary Headquarters.

### **INDEPENDENT UNITS**

An auxiliary unit may continue to function when the parent chapter charter has been revoked. Once National Auxiliary Headquarters has been informed that a chapter is revoked, the unit and state department are notified by letter informing the unit that they have sixty (60) days to advise National Auxiliary Headquarters if they wish to continue as an independent unit. This must be determined with a vote of the unit at a regular business meeting with a quorum present. If the unit does not respond within the sixty (60) day period then the unit charter is automatically revoked. An independent unit cannot reactivate once it has disbanded.

Units are encouraged to continue as a unit body and to reach out to the respective state leadership for support and guidance.



# **UNIT MINUTES**

***(To be prepared by the Unit Adjutant. May also be used as a worksheet during meetings for transcription of minutes.)***

Name and Number of Unit \_\_\_\_\_

Location \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

## **CALL TO ORDER:**

Prayer by \_\_\_\_\_ Chaplain

Pledge by \_\_\_\_\_ Patriotic Instructor

Purpose given by \_\_\_\_\_ Sr. Vice Commander

Eligibility given by \_\_\_\_\_ Jr. Vice Commander

Roll call of officers by \_\_\_\_\_ Adjutant

Commander:	Present _____	Absent _____
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Sr. Vice Commander:	Present _____	Absent _____
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Jr. Vice Commander:	Present _____	Absent _____
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Treasurer:	Present _____	Absent _____
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Chaplain:	Present _____	Absent _____
-----------	---------------	--------------

Adjutant:	Present _____	Absent _____
-----------	---------------	--------------

Total officers & members present: \_\_\_\_\_

Unit had a quorum: Yes \_\_\_\_\_ No \_\_\_\_\_ *(Four (4) life members shall constitute a quorum. One member present shall be the Unit Commander or a Unit Vice Commander.)*

## **ORDER OF BUSINESS:**

Names of transfer members voted on: \_\_\_\_\_

\_\_\_\_\_

Names of visitors: \_\_\_\_\_

\_\_\_\_\_

Names of new members who were introduced/initiated: \_\_\_\_\_

\_\_\_\_\_

*(Member initiation is recommended, but not mandatory. New members and those who have not been previously initiated may be initiated at the meeting and their names recorded in minutes.)*

## **READING OF THE MINUTES:**

*(The commander asks if there are corrections to minutes. Hearing none the minutes would be declared approved as read. If there are corrections, the minutes would be adopted as amended by unit vote and the amendment/s recorded in the current meeting minutes.)*

Amendments to the minutes, if any \_\_\_\_\_

Minutes Adopted \_\_\_\_\_ Adopted as amended \_\_\_\_\_

**TREASURER'S REPORT:** Given by: \_\_\_\_\_

Beginning balance: \_\_\_\_\_ Income: \_\_\_\_\_

Disbursements: \_\_\_\_\_ Closing balance: \_\_\_\_\_

*(After the report is given, the commander states that the treasurer's report will be filed for audit. A motion does not have to be made for this action. **A motion to accept the report is out of order**, since an audit must be taken before it can be established that the treasurer's records are correct.)*

**BILLS AND COMMUNICATIONS (list all):**

\_\_\_\_\_

Motion by: \_\_\_\_\_ Seconded: Yes \_\_\_\_\_ No \_\_\_\_\_

Carried: Yes \_\_\_\_\_ No \_\_\_\_\_

Additional motion/s, if applicable.

Motion by: \_\_\_\_\_ Seconded: Yes \_\_\_\_\_ No \_\_\_\_\_

Carried: Yes \_\_\_\_\_ No \_\_\_\_\_

*(If any action is taken on payment of bills or correspondence, all motions must be recorded correctly and the name/s of the member/s making the motion must be indicated. It must show there was a second to the motion, discussion followed, and the outcome of the vote of the unit for each motion. This is true of any motion on any matter at a Unit Meeting.)*

**SICKNESS & DISTRESS:** \_\_\_\_\_

\_\_\_\_\_

**REPORT OF COMMITTEES:**

Membership by \_\_\_\_\_

Americanism by \_\_\_\_\_

Community Service by \_\_\_\_\_

Legislation by \_\_\_\_\_

Junior Activities by \_\_\_\_\_

VAVS by \_\_\_\_\_

Ways and Means by \_\_\_\_\_

Other committee reports: \_\_\_\_\_

**UNFINISHED BUSINESS:** \_\_\_\_\_

\_\_\_\_\_

**NEW BUSINESS:** \_\_\_\_\_

\_\_\_\_\_

**MONEY MARCH:** Amount collected \_\_\_\_\_ Purpose of funds \_\_\_\_\_

**REMARKS FOR THE GOOD OF THE ORGANIZATION:** \_\_\_\_\_

---

**CLOSING CEREMONY**

TIME OF ADJOURNMENT: \_\_\_\_\_

Minutes prepared by: \_\_\_\_\_

Title: \_\_\_\_\_

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

Minutes Approved: Date \_\_\_\_\_

Adjutant's Signature: \_\_\_\_\_

Commander's Signature: \_\_\_\_\_





# TREASURER'S REPORT

## (Suggested Form)

Treasurer's Report by: \_\_\_\_\_

Date: \_\_\_\_\_ Unit Name and Number: \_\_\_\_\_

Beginning Balance: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

**List and identify all account types and current balances below**

	\$ _____
	\$ _____
	\$ _____

**Receipts:**

Membership dues received from:

Names & Amounts: _____	
	\$ _____

Fundraiser/s .....	\$ _____
--------------------	----------

Donations from:

Names/Source & Amounts .....	\$ _____
------------------------------	----------

Other: (explain) _____	\$ _____
------------------------	----------

**Total Receipts** \_\_\_\_\_ \$ \_\_\_\_\_

**Disbursements:**

Dues to National Headquarters (Names & Amounts)

	\$ _____
--	----------

Postage .....	\$ _____
---------------	----------

Fundraising Expenses.....	\$ _____
---------------------------	----------

Other: (explain in detail) _____	\$ _____
----------------------------------	----------

**Total Disbursements** \_\_\_\_\_ \$ \_\_\_\_\_

[NOTE: Beginning balance (+) Total receipts (-) Total disbursements (=)]

**Closing Balance** \$ \_\_\_\_\_

**ADD:**

Checking: .....	\$ _____
-----------------	----------

Savings .....	\$ _____
---------------	----------

Certificates, etc. ....	\$ _____
-------------------------	----------

Other accounts: (Explain) .....	\$ _____
---------------------------------	----------

**Total Unit Assets** \$ \_\_\_\_\_

Treasurer's Signature: \_\_\_\_\_

*(The treasurer's report must be given to the adjutant to be attached to the minutes.)*



# **STATE DEPARTMENT**

The following is a guideline to assist state officers in the performance of their duties. State officers should refer to their respective state standing rules for responsibilities designated to specific offices.

## **STATE OFFICER DUTIES**

### **STATE COMMANDER**

The executive power of the state department shall be vested in the State Commander. The State Commander shall be the presiding officer of the Auxiliary state convention, state executive committee meetings, and other state meetings.

- Appoint the state chairman of the following committees: Americanism, Community Service, Junior Activities, Legislation, Mae Holmes Outstanding Unit Award, Membership, and VAVS, and may also appoint such other chairmen as deemed necessary or determined by the state standing rules. All appointments of the State Commander must be approved by the State Executive Committee and provided for in the state standing rules.
- Sign state department checks and warrants/vouchers/check requests.
- In the odd-numbered years, recommend a VAVS representative for state-affiliated VAMC's.
- Assure that a delegate to the national convention is elected at the state convention.
- Be a resource to all units to provide guidance and information, and may assist units needing assistance filing the appropriate IRS Form 990.

### **STATE SENIOR VICE COMMANDER**

The State Senior Vice Commander shall assume such duties as assigned by the State Commander and shall serve in the absence of the State Commander. In the absence of the State Treasurer or State

Commander, the State Senior Vice Commander shall sign or cosign state department checks, and in the absence of the State Commander, shall cosign warrants/vouchers/check requests.

The State Senior Vice Commander may represent the State Commander when asked to do so by the State Commander and, as a state officer, may assist units needing assistance filing the appropriate IRS Form 990.

### **STATE JUNIOR VICE COMMANDER**

The State Junior Vice Commander(s) shall be responsible for Auxiliary programs as designated in the state standing rules.

The State Junior Vice Commander shall serve in the absence of the commander and Senior Vice Commander, but is not approved to sign checks or vouchers.

The State Junior Vice Commander may represent the State Commander when asked to do so by the State Commander and, as a state officer, may assist units needing assistance filing the appropriate IRS Form 990.

### **STATE TREASURER**

The State Treasurer shall keep a complete financial record of all monies received, expended and remitted. All monies must be deposited in the name of the state department.

The State Treasurer shall be responsible for ensuring that all financial accounts for the organization have three (3) authorized signatures on file with their financial institution(s). Said signatures shall be the State Commander, State Senior Vice Commander and State Treasurer.

The State Treasurer shall sign state checks and pay out money only on properly

prepared warrants/vouchers/check requests as provided in the state budget, by the state finance committee, or by vote of the state convention or State Executive Committee. All state department checks shall be completed and signed by the State Treasurer and cosigned by the State Commander. In the absence of the State Treasurer or State Commander, the State Senior Vice Commander shall sign or cosign checks.

All funds received in the name of the DAV Auxiliary must be deposited within thirty (30) calendar days of receipt.

The State Treasurer shall give an itemized report of receipts and expenditures at each State Executive Committee meeting and shall submit all records to a state audit committee or an independent or certified public accountant. The State Treasurer shall ensure the appropriate IRS Form 990 is properly filed.

As a state officer, may assist units needing assistance filing the appropriate IRS Form 990.

### **STATE JUDGE ADVOCATE**

The State Judge Advocate shall be the legal advisor to the State Commander and shall, **upon request of the State Commander**, render an opinion on all questions arising in the state department and on internal disputes.

The State Judge Advocate shall render an opinion on questions of parliamentary procedure at all sessions of the state convention, State Executive Committee meetings and other state meetings. The national constitution and bylaws are the primary source of parliamentary guidelines and, when needed, Robert's Rules of Order shall be referenced.

All opinions of the state judge advocate shall be advisory only.

### **STATE ADJUTANT**

The State Adjutant shall be the secretary of the state department and shall be responsible for all administrative affairs and shall attend and keep a record of all proceedings of the state convention, state executive committee meetings and other state meetings, but shall have no vote. The state adjutant shall also assume such other duties as may be assigned by the state commander or identified in the State Standing Rules.

- As a state officer, may assist units needing assistance filing the appropriate IRS Form 990.
- Disseminate all information received in the name of the state department to all appropriate officers, chairmen, and units.
- The state department shall use warrants/vouchers/check requests which shall be initiated and signed by the State Adjutant or Chairmen of the state finance committee and cosigned by the State Commander. In the absence of the State Commander, the State Senior Vice Commander shall cosign warrants/vouchers/check requests.
- Maintain an up-to-date roster of State Executive Committee Members and Alternates.
- Is responsible for the distribution of the annual national report forms.
- A copy of the financial report for the previous fiscal year shall be forwarded to National Headquarters no later than September 30. A copy of the appropriate IRS Form 990 must also be submitted.
- Prepare any proposed changes in the state standing rules and convention rules if there is no committee assigned to the task.
- Send a copy of the completed Mae Holmes Outstanding Unit report from each unit to the National Mae Holmes Outstanding Unit Chairman and the district's national executive committee member.
- The State Adjutant **in office at the time of the state convention** shall be

responsible for submitting to national headquarters within ten (10) days after adjournment of the state convention the following:

- State Budget adopted at convention
- State Officer Report form (Any changes during the membership year also requires notifying national headquarters)
- Supplement to State Bylaws (2 copies)
- Adopted amendments to the State Standing Rules (2 copies)
- Adopted State Convention Rules
- The winning program reports, by category, judged at state convention.

Failure to comply with the above will bar the state delegate or state alternate from voting at the following national convention.

### **STATE CHAPLAIN**

The State Chaplain shall serve as spiritual leader in a non-sectarian role as described in the official ritual of the organization and shall recite or lead invocations and benedictions where such prayers are offered.

In cases of illness or distress, confidentiality is of utmost importance and personal information must not be divulged without the expressed permission of the member or their family. This includes social media postings.

For additional information pertaining to the Chaplain position, refer to the Miscellaneous Information and Forms section of this Manual.

### **STATE SERGEANT AT ARMS**

The State Sergeant at Arms shall tend strictly to the preservation of order on the floor of the state convention, state executive committee meetings, and other state meetings and shall also perform such other duties as may be required.

## **STANDING RULES AND SUPPLEMENT TO STATE BYLAWS**

State departments are to adhere to the State Department Bylaws section found in the National Constitution and Bylaws. However, in addition to the bylaws, state departments must also provide for unique situations that are specific to the functions of their respective state department.

- An interim committee, appointed by the State Commander, is to review the State Standing Rules and consider any amendments submitted by the units within their state department. At the state convention, the Standing Rules Committee Chairman will present amendments for adoption. *(Copies of the proposed amendments are to be distributed to the delegates.)*
- Following the adoption of Standing Rule amendments, the next order of business is for the Standing Rules Committee Chairman to identify any changes that may not affect the Supplement to State Bylaws and move for adoption. *(Copies of the previous year's Supplement to State Bylaws are to be distributed to the delegates so that they can follow along and update their copy of the document accordingly.)*

State Standing Rules and Supplement to State Bylaws may not conflict with each other, nor may they conflict with the National Constitution and Bylaws.

### **DISBANDING UNITS**

When a unit membership has decided that due to inactivity, lack of interest, or the failure to hold the required number of business meetings, they find their only recourse is to disband. Units are advised to reach out to their state leadership for assistance.

- First, units are advised to reach out to their state leadership to discuss the

issues they are facing. Typically, the State Adjutant is the point of contact and works with the State Commander to coordinate the process.

- When possible, the state department should arrange a special meeting to discuss the issues. Special meeting notification must be mailed to all adult members with meeting information and the purpose which would be to discuss charter retention.
- If a special meeting is impossible, the state department must draft a communication to send to each of the adult members. The letter should first explain what is transpiring within the unit; then the state leadership should offer assistance to see if their presence at a meeting could generate or renew interest among the members; and should also include a ballot type of option to provide for their vote of retaining the charter and their interest in accepting an office, or to revoke the charter.
- While a ballot mailing is the easiest method, it should not be the first option since, in many cases, members are unaware of issues and are willing to step into active roles. Don't give up on them!
- If it appears the special meeting proves futile due to lack of attendance or those present vote to disband, or if the ballot mailing produces no interest, there most likely is no other option to save the unit. If the state department is in concurrence, the state department must submit a letter to national headquarters requesting revocation. **This letter is to include all efforts made by the state department to assist with unit charter retention.** Sometimes, all a unit needs is reassurance and the support of their state leaders. ***No action will be taken by national headquarters without this official notification and explanation.***

- Upon charter revocation, all property, money, and effects of the unit, with the exception of the charter, shall revert to the State Department to be held in trust for a period of 18 months. In the event the charter is not reissued within that period of time, said property shall become the absolute property of the State Department. **Unit funds shall go to the Auxiliary State Department** when a unit disbands since it cannot be expended for any other activity, program, or to other organizations, including the parent chapter.

### **STATE CONVENTION INFORMATION FORM**

Upon receipt of the form requesting state convention information from national headquarters, the state adjutant must complete the form and return promptly.

### **JEWELRY AND CAPS**

State departments shall determine and provide in their State Standing Rules regarding the wearing of DAV Auxiliary jewelry and caps.

### **STATE EXECUTIVE COMMITTEE**

**PURPOSE:** To conduct business of the state department between state conventions. This may be done by an in-person meeting of the executive committee or by mail ballot. While the committee could hold an online meeting to discuss an issue, the final decision would require mail ballot transaction per the national bylaws.

A State Executive Committee meeting pertains only to business of the state department between conventions.

The State Executive Committee shall meet at the call of the State Commander. One meeting shall be held prior to each state convention (within 24 hours), and one immediately following each state convention. Additional meetings may be called, with sufficient notice, by the State Commander or

upon written request by seven members of the State Executive Committee. A quorum must be present and shall be one third (1/3) of all eligible voting members of the state executive committee.

A majority of replies to the mail ballots received by the designated date shall constitute the decision of said committee.

**COMPOSITION:** The State Executive Committee shall be composed of the State Commander, who shall be the presiding officer, the Senior Vice Commander, Junior Vice Commander(s), Immediate Past State Commander, Treasurer, one State Executive Committee member or Alternate from each of the units in good standing within the state department, and if so stated in the Standard State Department Bylaws, any active resident Past National Commander.

The State Adjutant serves as committee secretary, the Chaplain shall be the spiritual advisor, and the Judge Advocate is the legal advisor. However, neither the Adjutant, Chaplain, nor Judge Advocate shall have a vote on the committee unless they have been elected as a State Executive Committee member by their respective unit.

Should a State Commander be elected for a second term, there would be no Immediate Past State Commander serving on the committee since the sitting State Commander would actually be considered the Immediate Past State Commander. Therefore, the vote cast would be that of the sitting State Commander.

Elected state officers, with the exception of the Adjutant, Chaplain, and Judge Advocate, may not be the State Executive Committee member or alternate from their unit.

#### **SUGGESTED SEC MEETING AGENDA:**

1. Call to order by State Commander (or highest ranking officer) and state the purpose of the meeting, which is to conduct business of the organization.

2. Opening prayer – State Chaplain
3. Pledge of Allegiance – Patriotic Instructor or Americanism Chairman
4. Installation of State Executive Committee Members and/or Alternates (if necessary).
5. Roll Call of the State Executive Committee
  - Officers with a vote, including the Immediate Past State Commander
  - Active, resident Past National Commander (if provision has been in your State Standing Rules)
  - Executive Committee member from each unit (if absent, call for the alternate member)
  - Officers with no vote (Adjutant, Assistant Adjutant, Judge Advocate, Chaplain unless they are the elected SEC from their unit.)

*[In order to continue, a quorum must be present. Refer to the Constitution and Bylaws which states: "One-third (1/3) of all eligible voting members of the state executive committee shall constitute a quorum." To be considered an "eligible voting member" one must have been installed by a proper installing officer at the time and place provided in the State Standing Rules.]*

6. Minutes of previous SEC meeting (if the minutes were mailed and no corrections are brought to the floor, the Commander may state that the minutes stand approved as printed. If they have not been printed and mailed, they must be read and a motion to accept is in order.)
7. State Treasurer's report of income and disbursements, and balances of accounts.
8. Communications and any needed action
9. Unfinished business
10. New business (fundraising discussion, appointment approval, if applicable, etc.)
11. Announcements
12. Closing prayer
13. Adjournment

## **Items for consideration under new business –**

### **Pre-Convention SEC Meeting:**

- Election of convention nominating committee – unless this election is held at the first business session of the convention (refer to the State Standing Rules where it must be stated).
- If the state judges annual reports, appoint or ask for volunteers to serve on judging committees.

### **Post-Convention SEC Meeting:**

- Roll Call and installation of SEC's and Alternate SEC's for the new year. Written verification of the SEC's and Alternates who were elected at a Unit meeting (i.e., a copy of the official Officer Report Form or other communication) must have been received by the State Adjutant, either by mail, email, or handed a signed copy.
- Appointments of State Commander:
  - Appointed officers
  - Chairmen
  - Committees
- The Commander will entertain a motion for approval. (SEC approval is required for all appointments.)
- Election of State Finance Committee member(s) unless this election is held during the final business session of the convention (refer to State Standing Rules where it must be stated).

### **Meeting Protocol**

- Guests are always introduced and welcomed. State their name and title, and other pertinent information in your introduction. Guests are usually NOT contributors to the business of the State Executive Committee during the meeting.

### **Highly Recommended**

- Prior to the opening of the meeting, arrange for the seating of the SEC's in an area separate from others who

may be attending the meeting, including Alternate SEC's who will not be voting. This will ensure that any motions or voting will come from those who have a voice and a vote.

- There could also be designated seating of the officers with a vote and those without a vote.



# STATE CONVENTION CREDENTIAL COMMITTEE REPORT SAMPLE

## **CREDENTIAL COMMITTEE REPORT**

CONVENTION YEAR: \_\_\_\_\_

CHAIRMAN: \_\_\_\_\_

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

Total Elected Officers Registered \* .....\_\_\_\_\_

Total Past State Commanders Registered \* .....\_\_\_\_\_

Total Past National Commanders Registered \* ...\_\_\_\_\_

Total Units Registered .....\_\_\_\_\_

Total Unit Delegates Registered .....\_\_\_\_\_

Total Unit Alternates Registered .....\_\_\_\_\_

Total Guests Registered .....\_\_\_\_\_

Total Registered.....\_\_\_\_\_

### **VOTING STRENGTH IS AS FOLLOWS:**

Total Registered Unit Voting Strength \* .....\_\_\_\_\_

Total Registered State Elected Officers \* .....\_\_\_\_\_

Total Registered Past State Commanders \* .....\_\_\_\_\_

Total Registered Past National Commanders \* .....\_\_\_\_\_

**TOTAL VOTING STRENGTH** .....\_\_\_\_\_

**\* (Add total unit strength + any registered elected officers + any registered past state commanders + any registered past national commanders = Total voting strength.)**



## UNITS

[illegible]

Reg. ELECTED STATE OFFICERS			Votes										

Reg. PAST STATE COMMANDERS			Votes										

Reg. PAST NATIONAL COMMANDERS			Votes										

**CHART TO DETERMINE THE NUMBER OF UNIT DELEGATES AND ALTERNATES.** (One delegate for each ten paid life members or major fraction thereof, plus one for the charter.)

1 – 15 » 2	106 – 115 » 12	206 – 215 » 22
16 – 25 » 3	116 – 125 » 13	216 – 225 » 23
26 – 35 » 4	126 – 135 » 14	226 – 235 » 24
36 – 45 » 5	136 – 145 » 15	236 – 245 » 25
46 – 55 » 6	146 – 155 » 16	246 – 255 » 26
56 – 65 » 7	156 – 165 » 17	256 – 265 » 27
66 – 75 » 8	166 – 175 » 18	266 – 275 » 28
76 – 85 » 9	176 – 185 » 19	276 – 285 » 29
86 – 95 » 10	186 – 195 » 20	286 – 295 » 30
96 – 105 » 11	196 – 205 » 21	296 – 305 » 31

This will help determine the voting strength of each unit. If the membership is higher than the tables above, refer to the first paragraph to determine the unit's voting strength.



# ANNUAL REPORTS

Each year awards are given at the National Convention to those units judged by the convention committee as being the most outstanding report in their respective membership. These report forms represent the activities of the unit in each national program category.

Unit members work diligently throughout the year to promote the good name of our organization and to serve veterans and their families in the community. These actions should not go unnoticed. Take credit for the work done by your unit members because this work is the heart and soul of DAV Auxiliary and most certainly worth documenting on the annual reports. Also, the information is valuable on the national scale.

Annual report forms, with accompanying instructions, are sent to each state adjutant who completes the postmark deadline and return address information at the top of the form and sends to each unit adjutant with pertinent instructions.

Units complete the reports and see that they are properly signed. One copy of each report is retained by the unit and the adjutant sends the appropriate number of copies to the state adjutant mindful of the postmark deadline. Use of electronic reports is acceptable and may be downloaded from the organization's website.

The state adjutant sends **one** copy of the reports received from each unit to the respective national chairmen, postmarked no later than the due date. The national chairmen will give credit to the unit for reporting. A copy of the Mae Holmes Outstanding Unit Report is sent to the respective National Executive Committee member and the National Mae Holmes Outstanding Unit Chairman.

The remaining report from each unit is retained by the state adjutant for judging at the state convention.

The reports are judged by convention committees at the state convention and the state adjutant will send the winning reports in each category to National Headquarters. The remaining reports should be retained by the state adjutant for a period to be determined by the state department.

These committees are comprised of one member from each national district chosen at the district caucus which is held prior to the opening of the convention.

It is the State Department's responsibility to duplicate and mail the report forms to the units within your state. Your state department may have an established practice to send only one copy of each report to the units with instructions to fill out the reports, copy the reports, and submit the appropriate number of copies to the state department.

## Report Form Heading

### ***DAV Auxiliary Report Form...***

Fill out in triplicate. Send two copies to address listed at right:

Keep one copy for Unit files.

Must be postmarked by:

- Complete the upper right-hand portion of the forms with the name of the officer designated to receive the completed forms.
- Enter the postmark date required by your state department. Allow ample time for receipt prior to your state convention.
- For those units who do not make their own copies, send the units three copies of each report. **Exception:** Units should

receive four copies of the Mae Holmes National Outstanding Unit Award.

The State Department will work closely with the units to ensure that report forms are accurately completed and submitted in a timely manner. It is important for the State Department to instruct the unit on important hints that will make filling out the report easier.

- Follow the instructions on each report.
- Fill out the unit official chartered name, number, city, state, and number of members.
- It is not necessary to write “None” if there is no activity in a particular area. Leave the space blank.
- ***Sign the reports!***
- Send the appropriate number of copies to the state department – *Two copies of each with the exception of Mae Holmes National Outstanding Unit Report, which is three copies.*



# **NATIONAL INFORMATION**

## **NATIONAL OFFICER APPLICATION**

Those wishing to seek a national office should contact DAV Auxiliary national headquarters and request the application which can be sent by email or postal mail.

## **NATIONAL CHAIRMANSHIP/ APPOINTMENT**

If interested in an appointment by the National Commander, contact DAV Auxiliary national headquarters and request an application which can be sent by email or postal mail. It can be a great opportunity!

## **ELECTION OF NATIONAL EXECUTIVE COMMITTEE MEMBERS**

- A National Executive Committee Member (NEC) and Alternate are elected to represent their national district.
- Each National Executive Committee Member and Alternate are elected for a two (2) year term of office at the district caucus held at the National Auxiliary Convention.
- A National Executive Committee Member and Alternate from the odd-numbered districts are elected in the odd-numbered years; and the National Executive Committee Member and Alternate from the even-numbered districts are elected in the even-numbered years.
- Candidates for NEC's and Alternate NEC's must be present at the district caucus to be elected.
- Voting for NEC and Alternate NEC is on the same basis as prescribed for voting in the National Convention. In the event of a roll call vote, each District will use the Convention vote list for tabulating votes.
- Only properly registered delegates are eligible to cast votes at a caucus. The delegate must be able to display the name badge received upon registering at the convention.

- All NEC's and Alternate NEC's shall be installed by a proper installing officer (Article XIV, Section 2).

## **DUTIES OF THE NATIONAL EXECUTIVE COMMITTEE MEMBER**

A National Executive Committee (NEC) member is not a national officer since the member is elected by their district only, but they play an important role in the organization since the National Executive Committee Member is a liaison between the district they represent and the national organization. Their duty is to attend all national executive committee meetings and make decisions on behalf of the district when required to do so. It is also their responsibility to report back to the district with pertinent information. Below are some of the duties of a National Executive Committee Member:

- Attend the National Fall Conference and National Convention and act as a national page at the National Convention (even districts will serve as pages in even years and odd districts will serve in odd years), participate in the Memorial Service, and attend all business meetings. Attendance and participation is mandatory.
- Transportation and expense money authorized by the national finance committee will be provided. Receipts must be submitted to offset all expense money and economy class airfare. If driving, must show round-trip mileage **and** economy class airfare since compensation will not exceed the economy class airfare amount. Any amount not spent as a part of a travel advance is due to national headquarters within ten (10) days following the event.
- Should an NEC not be able to attend a national conference or national convention, they are to notify national headquarters and their Alternate

immediately. The Alternate will then receive the expense money and serve in the capacity of the NEC. Should an NEC not be present for the entire conference and/or convention, including the Introduction of National Officers at the conclusion of the national convention, national headquarters has the right to request the expense money advanced to them be refunded to the national organization. **NEC's or Alternates leaving the national convention prior to its conclusion must notify the National Adjutant.**

- When **authorized** by national headquarters to attend an event as a national representative, a completed travel expense statement must be submitted to national headquarters within ten (10) days following the event. This travel expense statement should only show actual expenses incurred such as round-trip economy class air fare or round-trip mileage which cannot exceed air fare, room, meals, tips, parking. Receipts must be presented for all justified expenses. Items of a personal nature or expenses of a traveling spouse or companion are not to be included. Alcoholic beverages are **not** considered a legitimate expense. No reimbursement will be given for raffle tickets or personal gifts. If authorized by national headquarters to be the national representative at a state convention, a gift will be supplied by national headquarters.
- If a district meeting is held, it will be the responsibility of the NEC to conduct the meeting. **An NEC may submit expenses for one night's lodging at a district meeting, one meeting per year, and shall be entitled to receive up to \$100 to cover additional expenses such as meals, printing of handouts, supplies, etc. Receipts are required.**
- They are to keep the Alternate informed of matters within the district since it is the

duty of the Alternate to attend all meetings in the absence of the NEC.

- The NEC must compile an annual report and submit to national headquarters in order that it may be printed and sent out to the units within their respective district. The report should consist of information and statistics submitted by the units on their annual reports and any helpful procedures that can be of benefit in communicating from units to state/s to national headquarters. The report should be one page in length and submitted by the deadline indicated. National headquarters will print the report and send to all units within the district with the annual July 1 mailing to units and state departments.
- When attending their own state convention, NEC's are a delegate, PSC, etc., and not a National Executive Committee Member and, therefore, would not act in any capacity as NEC. If authorized by national headquarters to be the national representative to attend state functions then they would be considered a guest of that state and should act accordingly. The NEC does not express opinions or get involved in controversy within a state.
- The NEC has been elected by their district to represent, serve, and do the best job they can. The title of National Executive Committee Member is not to be used unless authorized on behalf of national headquarters to do so. NEC's do not get involved in state problems nor shall they usurp the powers of the State Commander. Remember that good will and understanding is part of this job.
- Districts cannot have fundraisers.

# **NATIONAL PROGRAMS**

## **EDUCATION PROGRAM**

The National Education Program is supported by the members, units, and state departments of the Disabled American Veterans Auxiliary. The purpose of the program is to provide financial assistance to college students at accredited colleges/universities and those individuals seeking education/vocational training opportunities.

Since 1930, our organization has proudly supported higher learning endeavors by providing funds to assist with tuition expenses.

### **EDUCATION SCHOLARSHIP**

Scholarships are available for full-time or part-time students as well as students with unique requests. Applicants must have a GPA of at least 2.5, complete the scholarship application, provide a narrative about personal career/life aspirations, and a list of services personally provided to disabled veterans/families during the recent two-year period.

### **REQUIREMENTS**

- Applicants may receive up to a maximum of five scholarships. (One per school year).
- Applicants must be at least a senior in high school.
- Full-time students must have a minimum of 12 credit hours per semester.
- Part-time students must have a minimum of six credit hours per semester.
- Unique request students may have fewer than six credit hours per semester.
- Scholarships must be applied for each year.
- Scholarships are payable to educational institutions within the United States.

**Application Forms** are available at [www.davauxiliary.org](http://www.davauxiliary.org) or by contacting DAV Auxiliary National Headquarters.

Applications must be completed, signed, and postmarked no later than the date specified on the application to be considered for a scholarship.

Scholarship recipients are selected by the National Education Program Committee. Scholarship checks are sent directly to the school. The decisions of the Education Program Committee are final.

### **TUITION ASSISTANCE PROGRAM**

DAV Auxiliary is fulfilling their ongoing commitment to serving the educational needs of those we serve by providing tuition/course reimbursement, based on available program funds, to ill and injured veterans and their immediate family members seeking education opportunities at education facilities other than accredited colleges/universities. Examples include trade schools, career enhancement training, skill improvement, personal development, etc.

Applicant must be a disabled veteran, their spouse or child.

### **REQUIREMENTS**

- Complete current application and include name/address of school/facility, course to be taken (including cost), reason for taking the course and how it will enhance personal development for workplace skills or career advancement.
- Acknowledge that they did not otherwise receive any free financial assistance (scholarships, GI Bills, education grants) that when combined with this benefit would result in an overpayment of the original course cost.
- Within 60 days of course completion, pre-approved recipients will submit verification of course taken with proof of payment and course completion with a "C" or better grade (or a pass for course that is graded on a pass/fail basis or equivalent).

Grant recipients are selected by the National Education Program Committee based on funds available.

If applicant is pre-approved for a grant, a check will be sent directly to the student upon notification of successful course completion. The decisions of the Education Program Committee are final.

**Application Forms** are available at [www.davauxiliary.org](http://www.davauxiliary.org) or by contacting DAV Auxiliary National Headquarters.

## **SERVICE PROGRAM**

Article II of the DAV Auxiliary Constitution codifies the purpose of the organization to include, in part, advancing “the interests and work for the betterment of all wounded, injured, and disabled veterans and their families ....” In carrying out this stated purpose, DAV Auxiliary has created a Service Program to assist surviving spouses of service-connected disabled veterans in times of dire financial need.

We realize that oftentimes the surviving spouse is faced with an emergency need to pay outstanding utility bills, mortgage/rent, medical bills, etc. Consideration is given to requests deemed essential/emergency in nature per the program guidelines.

To be eligible, the requestor must be the surviving spouse of a service-connected disabled veteran. The one-time maximum payment will be payable directly to the financial need, not the individual. For additional information, contact DAV Auxiliary national headquarters.

Under the direction of the National Adjutant, the Service Program will also provide financial support to ill and injured veterans and their families through select DAV-sponsored events as deemed appropriate and with the approval of the national finance committee.

This Program is funded by national mandates and generous donations. The national finance committee determines a maximum amount to be granted during a calendar year.

## **CAREGIVER INITIATIVE**

DAV Auxiliary continues to be supportive of, and advocate for, our country’s unsung heroes – namely veteran caregivers who dedicate their lives to the rehabilitation and recovery of their veteran family member.

Unit members are urged to offer help to caregivers by offering to run errands, prepare and deliver meals, or to even sit with the veteran while the caregiver attends to needs outside of the home.

The Auxiliary provides financial support to caregiver events planned for those attending the annual National Disabled Veterans Golf Clinic and the organization looks forward to developing other caregiver-specific respite events and resources in the future.

We urge caregivers to refer to the VA’s Caregiver Support information found at [www.caregiver.va.gov](http://www.caregiver.va.gov) for extensive information such as support services, advice, and publications.

## **DAVA 4 KIDS**

**DAVA 4 Kids** Program was launched in 2011. The program is two-part:

- When troops leave home, their families lives are forever changed. When they return home, the families are left to deal with the aftermath of war and, at times, the entire family suffers. This program encourages Auxiliary Units to continue to support the children of our disabled veterans by participating in the following programs: Back to School Backpacks, Lunchbox Letters, Warmer Winters, and Summer Socials. Units can encourage community participation in the programs throughout the year. (Of course, units

can come up with other programs and ideas).

- Back to School Backpacks – Units can help get an active military or veteran's child off to a great school year by providing a backpack filled with necessary school supplies.
- Lunchbox Letters – Because big things are happening at home, sometimes a child just needs to know they are loved and not forgotten. Write small letters of encouragement that a parent or teacher can place in the child's lunchbox occasionally so they know that someone cares and appreciates them.
- Warm Winters – Coats, mittens/gloves, scarves, and even blankets can go a long way in providing comfort for a child.
- Summer Socials – During the warm months, some veteran and active-duty families have a challenge keeping up with utility bills and the heat. The unit can sponsor an event for the families and provide a fun and much-needed social outlet with popsicles, ice cream, or even just a sprinkler to allow the children to run through. This is a way to bring the veteran community together and enjoy the simpler things in life and also to create happy memories.
- **Camp Corral** – DAV Auxiliary collaborates with DAV on their Just B Kids project that assists with funding camping sessions for children ages 8-15 of military families to attend a week-long camp at one of the many camps designated as part of Camp Corral. This is a time for kids to be kids and away from the challenges they may face as children of deceased, wounded, or disabled military families.

DAV Auxiliary's support of this experience is dependent upon donations from units, state departments, and individual donors.

## **DISASTER RELIEF**

DAV Auxiliary is proud to support DAV's Disaster Relief Program. In times of a

catastrophic event, DAV's Disaster Relief Team is on the ground and providing financial assistance to veteran families so they can obtain food, warm clothing, and shelter. DAV Auxiliary stands with DAV in aiding veterans and their families during their time of need and accepts donations from members, units, and state departments in support of this effort and forwards those generous donations to the DAV's Disaster Relief Program on their behalf. Checks should be made payable to DAVA and earmarked for Disaster Relief.



### **Service Program Charter**

Article II of the DAV Auxiliary Constitution codifies the purpose of the organization to include, in part, advancing “the interests and work for the betterment of all wounded, injured, and disabled veterans....” In carrying out this stated purpose, DAV Auxiliary has created a Service Program. DAV Auxiliary’s dedication to service is well illustrated through its various service initiatives, including Caregiver, DAVA 4 Kids (a/k/a Camp Corral), and Disaster Relief, and its commitment to support DAV service programs.

DAV Auxiliary will continue in its efforts to make service to disabled veterans and their immediate family members an integral and fundamental component of the organization. In fulfilling this goal, DAV Auxiliary will utilize the Service Program in pursuit of the following goals:

1. Creation and support of programs that aid, assist, and help improve the lives of disabled veterans and their immediate family members;
2. Awarding funds to grantees and/or programs focused on providing assistance and support to disabled veterans and their immediate family members; and
3. Collaborating with DAV to fund common programs supporting the service needs of disabled veterans and their immediate family members.

DAV Auxiliary’s National Finance Committee will ensure that sufficient funds are budgeted each year to accomplish these goals and that all Service Program expenditures are in accordance with IRS regulations governing social welfare organizations.

### **Education Program Charter**

Article II of the DAV Auxiliary Constitution codifies the purpose of the organization to include, in part, advancing “the interests and work for the betterment of all wounded, injured, and disabled veterans....” To effectuate this purpose, DAV Auxiliary has long educated the public and served the educational needs of disabled veterans and their families since the inception of an interim committee to study the formation of a fund to help the children of DAV and Auxiliary members at the 1930 National Convention in New Orleans, Louisiana. The Committee has since evolved into a group tasked with management of DAV Auxiliary educational programs and public outreach initiatives. To facilitate achievement of these goals, DAV Auxiliary has created an Education Program, charged with the following mission:

1. Creation, oversight, and ongoing evaluation of programs that serve the educational needs of disabled veterans and their families;
2. Enhancing public awareness about the great sacrifices and needs of disabled veterans and their immediate families; and
3. Entering into collaborative arrangements with DAV for common programs supporting the educational needs of disabled veterans and their families.

DAV Auxiliary’s National Finance Committee will ensure that sufficient funds are budgeted each year to accomplish these goals and that all Education Program expenditures are in accordance with IRS regulations governing social welfare organizations.

# **Miscellaneous Information and Forms**

## **CHAPLAIN**

Our organization is composed of members from all faiths and beliefs. The role of the Chaplain is a very special one, and the duties of the Chaplain are significant. Spiritual expressions should be sensitive to the beliefs of others.

The Chaplain may be called upon to render assistance in support of members and their families as well as provide spiritual guidance at meetings and events when requested to do so.

A Chaplain should be guarded with personal information – it is appropriate to request cards be sent or thoughts and prayers rendered; however, it is imperative that the health and/or other personal matters of members or their families are not shared or discussed without the expressed consent of the member.

As the spiritual leader of the Auxiliary, it is important to follow the ritual found in the bylaw book for all meetings. Prayers of inspiration are to be given as appropriate

## **DEPARTED MEMBERS**

Chaplains are encouraged to remember their departed members by sending an expression of sympathy to the deceased member's family. Often, the unit may be asked by the family to assist with a tribute to the deceased member. Chaplains are encouraged to use the Memorial for Departed Members as printed in the National Constitution and Bylaws. National and state headquarters should be notified of the passing in order that the member's record can be properly updated.

## **MEMORIAL SERVICES**

Units and state departments may hold a special memorial service in memory of those members who have passed away. There are no specific guidelines for completing this

service; however, Chaplains may wish to consider inviting chapter/unit officers, members, and juniors to participate.

The Chaplain may include appropriate prayers (some of which are available in the National Constitution and Bylaws), scripture readings, candles, and musical selections, and may wish to incorporate the Forget-Me-Not flower as a part of the service.

## **PRAYERS FOR SPECIAL OCCASIONS**

Dedication of Colors – Use the Suggested Prayer in the National Constitution and Bylaws.

For special events or holidays, the Chaplain should invoke prayers that are appropriate for that occasion.



## **EMPLOYER IDENTIFICATION NUMBER (EIN)**

Disabled American Veterans Auxiliary is a non-profit organization and all units and state departments are exempt from federal income tax under Section 501(c)(4) of the IRS Code. Upon application, the IRS assigns an Employer Identification Number (EIN) to each unit and state department.

An EIN must be used when setting up a unit or state department checking/savings account, so that any interest received on these accounts will be exempt from federal income tax.

Before a charter is issued for a new Auxiliary unit or state department, National Headquarters staff will apply for an EIN on their behalf. The new unit or state department must also pay a \$50 IRS Fee which is the current amount charged to register the entity as a 501(c)(4) organization. National headquarters staff will also complete IRS Form 8976, Notice of

Intent to Operate Under Section 501(c)(4). A new entity may not function without the completion of these two items per IRS regulations.

**This federal exemption does not exempt a unit or state department from paying state sales tax.**

## **IRS FORM 990-N e-POSTCARD**

DAV Auxiliary units and state departments whose gross receipts are normally less than \$50,000 are required by the IRS to submit Form 990-N e-Postcard no later than November 15 of each year. This form is only to be completed online through a secure IRS website. The Pension Protection Act of 2006 added this filing requirement to ensure the IRS and potential donors have current information about organizations. Please remember that this is not a DAV Auxiliary requirement, but has been mandated by IRS and **must** be completed each year. Any entity that fails to file for three consecutive years will be required to complete the IRS reinstatement online process and pay a fee of \$600. The reinstatement process is a time-consuming and costly process and can easily be avoided by completing the 990-N e-Postcard each year.

DAV Auxiliary units and state departments whose gross receipts are greater than \$50,000 are required to file IRS Form 990.

**How to File** - The e-Postcard is filed electronically by answering a few questions and providing the name of the Unit/State Adjutant. Go to [www.irs.gov](http://www.irs.gov) and click on **Charities and Non-Profits**. Users are required to set up an account on the designated website using their personal email. Detailed instructions for completing this process are available by contacting national headquarters. You will need the unit/state department EIN to complete the filing.

Once the filing has been completed, the user will log back into the website and click **Manage Submissions**. The page will redirect the user to a list of all 990-N e-Postcard filings completed. Find the appropriate filing and click the **Get Status Update** link. The page will refresh a second time and the user will be able to see if the filing has been accepted or rejected by the IRS. If accepted, print the page and submit to the state and national headquarters. If rejected, contact national headquarters for assistance.

## **NATIONAL MANDATES**

Each year the unit must pay a National Mandate. The mandate is automatically deducted from the July 1 unit membership disbursement and applied to the mandate amount owed.

The \$25.00 unit mandate is distributed as follows:

National Convention Expenses – \$12.50  
Auxiliary National Programs - \$12.50

In instances where the July 1 annual distribution does not satisfy the mandate amount owed, units will be notified to remit the amount due in order to be considered in good standing.

## **REMITTING CHECKS**

Any checks sent to National Headquarters for membership, mandates, donations, etc., can be combined in one check as long as an explanation is provided and amounts submitted are sufficient and balanced. Checks and money order are payable to DAV Auxiliary or DAVA and not to any person or fund.

## **INTERNAL CONFLICTS**

On occasion, members will disagree about unit goals, projects, activities, procedures, etc. While we may not always agree with one another, we must always be respectful of



opinions that differ from ours. DAV Auxiliary members are passionate about their role in serving ill and injured veterans and their families and sometimes a disagreement reaches a level that requires cool heads and concessions. There is no room in the meeting or unit-related activity settings for discord so these unfortunate situations need to be kept outside the business of the unit or it can be considered conduct not conducive to the best interests of the organization which can result in disciplinary action. Simply put, for the sake of our organization, its members, and the veteran families we serve, we cannot become engaged in turmoil and conflict as the negativity could significantly impact our mission.

## **VIRTUAL MEETINGS**

The **governing body** of each state department is made up of unit delegates assembled and voting during an annual state convention. The decisions made during the annual state convention guides the state until the next annual state convention convenes. Likewise, the **governing body** of each unit consists of the members present and voting during a regular unit meeting.

DAVA's governing bodies are not permitted to discuss and vote on issues "virtually" or remotely. All decisions of the governing body must be made in person as voting cannot be conducted by proxy or in absentia.

There are occasionally issues that require discussion and a decision between annual conventions of a state department as well as the regular meetings of a unit. In all instances, those matters are to be discussed and considered by the executive committee of the entity. Unlike a governing body, the executive committee is in place to specifically address and vote on matters that require a decision following the adjournment of the governing body and the convening of the next meeting of such. Unlike the governing body, the executive committee is permitted to discuss and vote on issues electronically by

way of email ballot or virtually using online video conferencing platforms or teleconference calls.

## **PUBLICITY GUIDE**

At all times, officers and members must favorably promote the organization in the community and other venues when asked. To be an informed spokesperson, it is important to be aware of everything going on in the organization and a DAV and DAV Auxiliary Publicity Guide is available for download on the DAV Auxiliary's website.

## **SOCIAL MEDIA**

Social media has become a valuable tool in maintaining communication with family, friends, and basically the world. When speaking on behalf of the organization or as a representative of the organization, by virtue of a position you hold or as a member, you must refrain from negativity or statements that could misrepresent the organization. DAV Auxiliary is a nonpolitical organization whose mission is making a difference in the lives of disabled veterans and their families.

## **INCORPORATION**

The purpose of incorporating a unit is to insulate the personal assets of each member in the event the unit is named as a defendant in a lawsuit, which could result in monetary damages being awarded to the plaintiff or the estate. If the unit is incorporated, any award resulting from such a suit would be limited to the assets of the unit. In the event the unit is not incorporated, the award of damages as a result of the lawsuit could encompass the personal assets of each and every member of the unit.

When taking into consideration the small cost of incorporating, it really offers the unit much greater protection than insurance. **However, do not interpret this to mean that we are advising you against having insurance to protect the unit against liability and**

**personal injury claims. Insurance is also a means of protection.**

When incorporating your unit, you must realize that each state has different laws and regulations concerning this procedure. Upon approval by the state department and the national organization of the DAV, the papers must be filed with the Secretary of State's office.

**NOTE:** A unit or auxiliary state department is not automatically covered under the Articles of Incorporation of their parent organization.

## **OFFICIAL LOGO**

The official logo and seal of the Disabled American Veterans Auxiliary is under a copyright and usage is restricted.

No fundraisers are to be conducted using the official logo or seal of the Disabled American Veterans Auxiliary.

No unit or state department may enter into a contract without the explicit permission of DAV parent chapter, DAV State Department, and DAV National Executive Committee. Refer to DAV National Bylaws, Article 15, for additional requirements.

Approval is not required for logo usage on stationery, business cards, name badges, hats, clothing items, etc., provided that NO items are used to generate revenue for the unit or state department. However, items with the organization's logo may be made available for sale to other members **at cost only**.

**The logo is not to be used for the personal benefit or income of any individual.**

## **PURCHASE OF FRATERNAL ITEMS**

All fraternal sales items are ordered through the DAV Store. Visit [www.davstore.org](http://www.davstore.org) for more information. All jewelry displaying the

official emblem of our organization shall be purchased through the DAV Store.

## **PINS ON HATS**

National Headquarters does not set policy as to whether pins can or cannot be worn on auxiliary caps. This policy is set by each state department and should be stated in their State Standing Rules.

## **RETENTION OF RECORDS**

Units and state departments are required to maintain records in accordance with the Better Business Bureau (BBB) Retention of Records requirements. It is important to know that statutes of limitations vary by organization type.

*Refer to the Better Business Bureau (BBB) Retention of Records document found in this section.*

## **DAV AUXILIARY NEWSLETTER**

DAV Auxiliary publishes a monthly newsletter that includes messages from national officers, national chairmen, and important updates for units and state departments. The newsletter is available online at [www.davauxiliary.org](http://www.davauxiliary.org) as well as on Social Media.

Individuals wishing to receive the newsletter via email should contact national headquarters to provide their email address.

A subscription is available for those wishing to receive the newsletter by postal mail. The cost is \$10 per year. Send a check or money order to national headquarters, along with name and address, to sign up for this option.

## **LISTS AND LABELS**

All requests for list and/or labels must come from the Commander, Senior Vice Commander, or Adjutant. Also, there is a

downloadable label request form on [davauxiliary.org](http://davauxiliary.org).

## **AT-LARGE LISTS AND LABELS**

Units and state departments are encouraged to reach out to DAV Auxiliary members who are currently in the state at-large or national at-large and invite them to transfer to an active unit. At-large entities are not active auxiliary unit bodies, but are for those who wish to support the organization as a card-carrying member or may not be aware of a local unit.

Units – To secure a list and mailing labels, contact national headquarters in writing, stating the purpose of the request and providing the zip codes for the areas within your unit's geographical area and specify State at-Large and/or National at-Large members. In many instances, units request an Excel listing of members and generate their own mailing labels.

State Departments – To secure a list and mailing labels, contact national headquarters in writing, stating the purpose of the request and providing zip codes for specific areas or request for the at-large members residing within your respective states. Specify State at-Large and/or National at-Large members.

At the present time, there is no charge for at-large lists and labels.

## **LISTS**

Unit officers requesting a list of members have the capability of generating membership lists online. The national headquarters office will email an electronic membership list in PDF or Excel upon written request. There is no charge for this list.

## **LABELS**

Unit officers have the capability of generating mailing labels for their members. However, a request for a label file in PDF can be sent to national headquarters to be emailed.

There is a charge for mailing labels generated and mailed by national headquarters. Feel free to contact national headquarters for additional information or download the DAV Auxiliary Request for Labels form from the organization's website.

Contact National Headquarters for assistance with generating membership lists and labels.

## **FREQUENTLY ASKED QUESTIONS**

### **Q. How can I find a unit near my home?**

A. There are two ways to find a unit closest to your home. The first is by visiting <http://www.davauxiliary.org/membership/FindUnit.aspx>, and selecting a search by zip code or state. The second is by calling the national headquarters office, where staff can provide additional contact information for representatives in your state.

### **Q. There is not a DAVA unit in my area. Can I still join DAV Auxiliary?**

A. Yes! If no unit is specified on your application, you will be placed in the national at-large or if you prefer you can be assigned to the state at-large. You will still be supporting the organization with your membership; however, you would not have a voice or vote at a state or national convention.

### **Q. Will I receive a membership card?**

A. Yes! Membership cards are sent to adult members and full-paid life junior members within four to six weeks of membership processing.

### **Q. Does DAV Auxiliary offer any kind of life insurance?**

A. No, there are no insurance benefits associated with DAVA membership.

**Q. Are there any other benefits?**

A. Yes. You have access to highly-trained DAV National Service Officers who can answer your questions concerning VA benefits. Also, you can find a list of member advantages on our web site.

**Q. Will I receive the DAV Magazine?**

A. Yes. However, only one issue is sent per household.

**Q. Can I hold more than one Auxiliary membership?**

A. Yes, provided the multiple memberships are not in the same state.

**Q. How can I get a membership card replaced?**

A. Yes, should you lose your card or it is damaged, please contact national headquarters and a staff member will happily assist you. Please remember, card processing can take four to six weeks.

**Q. How do I get a bylaw book?**

A. Bylaws and other DAVA fraternal sale items (other than the Auxiliary Manual) are ordered through [www.davstore.org](http://www.davstore.org). The constitution and bylaws are also available to view with printing capability on the website under the Membership/Publications tab.

**Q. Why are bylaw books revised each year?**

A. An interim committee performs an annual review of the constitution and bylaws and considers all resolution submissions. Recommendations of this committee are presented to the national convention committee and changes are adopted on the convention floor by the registered delegates. Also, appropriate changes are made to the listings of national officers, chairmen, and national executive committee members.

**Q. When should the transfer of possessions (belonging to the organization) from the past to the present officers and chairmen occur?**

A. Outgoing officers should be prepared to turn over all records and possessions to their successor at the time of installation. On the state level, however, it may be difficult for the outgoing treasurer to turn over the checkbook since the newly elected treasurer would not be added as an authorized check signer. Regardless, the outgoing and incoming officers should come to an agreement to assure a timely transition of property.

**Q. Can any member attend a state or national convention?**

A. Yes. However, if you want to have a voice and/or vote on the convention floor, you must be a member of a chartered unit in good standing with your dues paid **and** be selected as a delegate in accordance with the national bylaws.

**Q. How many meetings must a unit hold each year?**

A. Units are required to hold a **minimum** of four meetings per year; however, units tend to find that more frequent meetings provide better productivity.

**Q. My unit received an Indebtedness Statement. Please explain.**

A. Units are required to pay an annual \$25 national mandate which, in most cases, is deducted from the unit's July 1 membership distribution. Should there not be ample membership distribution, an indebtedness statement will be sent advising the unit as to the remaining amount owed for their national mandate.

**Q. Who are the authorized signers on unit bank account(s)?**

A. The Treasurer establishes and maintains a bank account in the name of the Unit, Disabled American Veterans Auxiliary. The three required authorized Unit

signatures shall be the Commander, Senior Vice Commander, and Treasurer.

**Q. Who can contact the bank concerning the unit bank account?**

A. Any of the three authorized account signers have the authority to check or review the account status.

**Q. Who is authorized to sign unit checks?**

A. Two signatures are required on all unit checks. Authorized unit signers are: Commander, Treasurer, and Senior Vice Commander (in the absence of the Commander or Treasurer). **Do not sign blank checks.**

**Q. What is the procedure for issuing a unit check?**

A. Funds can only be paid out on properly signed warrants/vouchers/check requests as voted upon by the Unit or in accordance with Unit Standing Rules. The Adjutant shall initiate and sign all warrants/vouchers/check requests and have them cosigned by the Commander. In the absence of the Adjutant, the Junior Vice Commander shall sign all warrants/vouchers/check requests. The Treasurer may then issue a check. **Do not sign blank checks.**

**Q. Can our unit apply for a credit/debit card?**

A. No. Debit/credit cards may not be used.

**Q. When should membership dues that are collected at a unit meeting be sent to national headquarters?**

A. Membership dues should be sent to Auxiliary national headquarters immediately to allow for timely processing and membership card mailing.

**Q. When does a membership take effect?**

A. When a representative of the Auxiliary accepts the membership application and dues or when a member submits an online application, the individual is considered a DAV Auxiliary member.

**Q. How many members are required to conduct a meeting?**

A. Four senior members shall constitute a quorum. One member present must be the Unit Commander or a Unit Vice Commander.

**Q. Should my unit draft Standing Rules?**

A. It is recommended that units establish standing rules to cover unique situations specific to that particular unit. Standing rules may be changed at any regular business meeting by vote of the unit members present.

**Q. Does a Commander only vote to break a tie?**

A. No. As a member of this organization, the Commander has the right to cast their vote on any issue.

**Q. Who can cancel a meeting?**

A. If, for some reason, the Commander cannot attend a meeting, this would not be grounds to cancel a meeting as the bylaws allow for the Senior Vice Commander (or Junior Vice Commander) to fill that role and conduct the meeting. In the event of inclement weather or other unforeseen circumstances that would prevent members from attending a meeting, these would be instances where a meeting is cancelled by the Commander with proper member notification.

**Q. How does our unit receive communications from National Headquarters?**

A. Any communications from the national organization will be sent to the unit adjutant whose responsibility is to appropriately disseminate the information.

**Q. Is my unit required to have a junior charter in order to sign up junior members?**

A. No, a junior charter is not required to sign up new Junior members.

**Q. If a parent chapter is currently under suspension. How does that affect our unit?**

A. The chapter suspension does not include suspension of the Auxiliary unit and does not affect unit functions or voting strength at state or national conventions. If your unit approves a fundraiser, though, the parent chapter will not be able to grant approval (while under suspension) and the unit must contact the DAV state department for said approval.

**Q. If a unit receives notification that they are "On Hold." What does this mean?**

A. The reason for the hold status will be explained in a letter to the unit Adjutant and/or Commander. While on hold, units can meet and carry out the normal business of the unit as well as vote at state and national conventions (provided the unit itself is not indebted to the organization). The effect it will have on the unit is that fund distribution and mailings are withheld.

**Q. Can a DAV Chapter or DAV State Commander suspend or revoke an Auxiliary charter?**

A. No.

**Q. Our Unit is experiencing issues and needs guidance. Who should we contact?**

A. The unit should always follow the chain of command. If an issue cannot be resolved on the unit level, the state department should be contacted for assistance. Should a state department not be able to assist in resolving an issue, it should then be brought to the attention of national headquarters. Any requests for national headquarters assistance should be submitted in writing with as much detail as possible.

**Q. I would like to get a supply of membership applications and brochures. What is the procedure?**

A. Contact national headquarters or send an email to [dava@dav.org](mailto:dava@dav.org) with the quantity of items needed and where they should be sent. These items are free of charge and are sent from national headquarters. Please limit requests to 250.

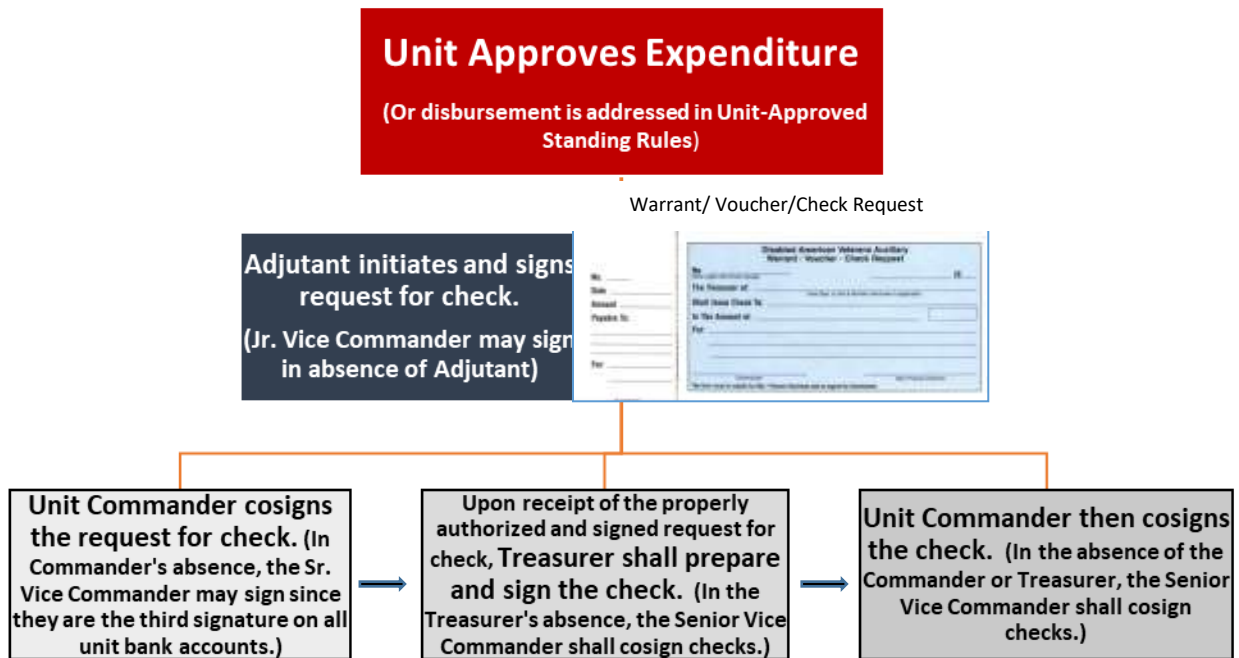
## Unit

### Warrants/Vouchers/Check Requests

The national bylaws provide for the proper procedure when issuing checks from unit accounts.

*Unit funds may only be expended upon approval of unit members at a regular business meeting unless otherwise specified in Unit Standing Rules.*

#### **Procedure —**



## Debit and/or Credit Cards may not be used

*Reference: Disabled American Veterans Auxiliary National Constitution and Bylaws, Unit Section, Article XI, Sections 1 – 4*









## Membership Application

Membership Application in Unit No. \_\_\_\_\_ State \_\_\_\_\_

Date \_\_\_\_\_

MEMBERSHIP CODE NUMBER (FOR PAYMENTS ONLY)

☐ Ms. ☐ Mrs. ☐ Mr. Name \_\_\_\_\_ DOB \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
REQUIRED

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ ZIP \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

☐ NEW LIFE ☐ LIFE PAYMENT ☐ NEW JUNIOR ☐ JUNIOR LIFE ☐ JUNIOR LIFE PAYMENT

(\$20 Down Payment) (Complimentary) (\$20 Down Payment)

AMT PAID \$ \_\_\_\_\_

Eligibility Through \_\_\_\_\_ Relationship \_\_\_\_\_

Sponsor's Name \_\_\_\_\_ Sponsor Membership No. \_\_\_\_\_

**Credit Card Information:**

Name on Card \_\_\_\_\_  
(If different from above)

Address \_\_\_\_\_  
(If different from above)

Credit Card No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Select Monthly Payment Amount: ☐ \$10 ☐ \$20 ☐ \$30 ☐ Other - Indicate \$ \_\_\_\_\_

420000 (12/10)



## DISABLED AMERICAN VETERANS AUXILIARY Official Transfer Form

Upon Completion and Approval, Mail to:

DAV Auxiliary National Headquarters  
3725 Alexandria Pike  
Cold Spring, KY 41076

Date \_\_\_\_\_

Name \_\_\_\_\_ Member Code \_\_\_\_\_  
(Please Print)

Street Address \_\_\_\_\_ City, State & Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_ Phone Number \_\_\_\_\_

I request transfer of my membership

From: \_\_\_\_\_ in \_\_\_\_\_  
Unit Name and Number State

To: \_\_\_\_\_ in \_\_\_\_\_  
Unit Name and Number State

Member's Signature: \_\_\_\_\_

NOTE: Approval of this transfer is required by the receiving unit before processing. Please check appropriate block:

APPROVED ☐

REJECTED ☐

Date \_\_\_\_\_

Signature and Title of Officer \_\_\_\_\_

# Better Business Bureau (BBB) Retention of Records

Accident reports/claims (settled cases) .....	7 yrs.
Accounts payable ledgers & schedules.....	7 yrs.
Accounts receivable ledgers & schedules .....	7 yrs.
Audit reports.....	Permanently
Bank reconciliations .....	2 yrs.
Bank statements .....	3 yrs.
Capital stock & bond records: ledgers, transfer registers, stubs showing issues, record of interest coupons, options, etc .....	Permanently
Cash books .....	Permanently
Charts of accounts .....	Permanently
Checks (canceled – see exception below) .....	7 yrs.
Checks (canceled for important payments – i.e., taxes, purchases of property, special contracts, etc. Checks should be filed with the papers pertaining to the underlying transaction.).....	Permanently
Contracts, mortgages, notes, & leases (expired) .....	7 yrs.
Contracts, mortgages, notes, & leases (still in effect) .....	Permanently
Correspondence (general) .....	2 yrs.
Correspondence (legal & important matters only).....	Permanently
Correspondence (routine) with customers and/or vendors .....	2 yrs.
Deeds, mortgages, & bills of sale .....	Permanently
Depreciation schedules .....	Permanently
Duplicate deposit slips .....	2 yrs.
Employment applications .....	3 yrs.
Expense analyses/expense distribution schedules .....	7 yrs.
Financial statements (year-end, other optional) .....	Permanently
Garnishments .....	7 yrs.
General/private ledgers, year-end trial balance.....	Permanently
Insurance policies (expired).....	3 yrs.
Insurance records, current accident reports, claims, policies, etc .....	Permanently
Internal audit reports (longer retention periods may be desirable).....	3 yrs.
Internal reports (miscellaneous).....	3 yrs.
Inventories of products, materials, and supplies .....	7 yrs.
Invoices (to customers, from vendors).....	7 yrs.
Journals .....	Permanently

Minute books of directors, stockholders, bylaws, and charter .....	Permanently
Notes receivable ledgers & schedules .....	7 yrs.
Option records (expired) .....	7 yrs.
Patents & related papers .....	Permanently
Payroll records & summaries .....	7 yrs.
Personnel files (terminated) .....	7 yrs.
Petty cash vouchers .....	3 yrs.
Physical inventory tags .....	3 yrs.
Plant cost ledgers .....	7 yrs.
Property appraisals by outside appraisers.....	Permanently
Property records, including costs, depreciation reserves, year-end trial balances, depreciation schedules, blueprints, & plans .....	Permanently
Purchase orders (except purchasing department copy) .....	1 yr.
Purchase orders (purchasing department copy) .....	7 yrs.
Receiving sheets .....	1 yr.
Retirement & pension records .....	Permanently
Requisitions .....	1 yr.
Sales commission reports .....	3 yrs.
Sales records .....	7 yrs.
Scrap & salvage records (inventories, sales, etc.) .....	7 yrs.
Stenographers' notebooks .....	1 yr.
Stocks & bonds certificates (canceled).....	7 yrs.
Stockroom withdrawal forms .....	1 yr.
Subsidiary ledgers .....	7 yrs.
Tax returns & worksheets, revenue agents' reports, and other documents relating to determination of income tax liability .....	Permanently
Time books/cards .....	7 yrs.
Trademark registrations and copyrights.....	Permanently
Training manuals .....	Permanently
Union agreements .....	Permanently
Voucher register & schedules .....	7 yrs.
Vouchers for payments to vendors, employees, etc. (includes allowances and reimbursement of employees, officers, etc., for travel and entertainment expenses) .....	7 yrs.
Withholding tax statements .....	7 yrs.

As of 12/2020



AUTHORIZATION AGREEMENT FOR DAVA DIRECT DEPOSIT  
**Disabled American Veterans Auxiliary**  
**Federal ID Number 84-0505501**

I HEREBY AUTHORIZE The Disabled American Veterans Auxiliary National Headquarters to initiate electronic transfer of funds to our account in the depository named below. This authorization is to remain in full force and effect until National Headquarters has received written notification of its termination in such time and in such a manner as to afford National Headquarters and the depository a reasonable opportunity to act on it.

**State Dept.** \_\_\_\_\_ **Unit No.** \_\_\_\_\_

**Prepared by** \_\_\_\_\_ **Title** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Date** \_\_\_\_\_

NOTE: Depending on the type of account you have selected for Direct Deposit, please present either a blank savings account deposit slip or a voided check. This will ensure the account is properly credited.

**Complete all fields below and print clearly**

**Financial Institution** \_\_\_\_\_

**Street Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Account Type:**    ☐ **Checking**    ☐ **Savings**

**Routing Number** \_\_\_\_\_ **Account Number** \_\_\_\_\_

**Title of Account** \_\_\_\_\_  
(Example: "Name & Number of Unit, Disabled American Veterans Auxiliary")

**National Headquarters will continue to provide distribution activity reports along with a notice stating the amount being electronically deposited to the account indicated above.**







## AUXILIARY OFFICER REPORT

*All Spaces Must be Completed*

Date:		Employer ID # (EIN)	
Unit Name & Number:			
City:		State:	Zip:
Date of Annual Election:		Date of Installation:	
Address of Regular Meetings:			
Time & Day of Regular Meetings:			
	Time	Day of Week	Week of Month

**OFFICERS ELECTED FOR YEAR BEGINNING:** \_\_\_\_\_ **ENDING:** \_\_\_\_\_

<b>COMMANDER</b>	<b>LEGISLATIVE CHAIRMAN</b>
Name:	Name:
Street Address:	Street Address:
City/State/Zip:	City/State/Zip:
Membership #:	Membership #:
Telephone:	Telephone:
Email:	Email:
<b>SR. VICE COMMANDER</b>	<b>MEMBERSHIP CHAIRMAN</b>
Name:	Name:
Street Address:	Street Address:
City/State/Zip:	City/State/Zip:
Membership #:	Membership #:
Telephone:	Telephone:
Email:	Email:
<b>1ST JR. VICE COMMANDER</b>	<b>ELECTED STATE EXECUTIVE COMMITTEE MEMBER</b>
Name:	Name:
Street Address:	Street Address:
City/State/Zip:	City/State/Zip:
Membership #:	Membership #:
Telephone:	Telephone:
Email:	Email:
<b>ADJUTANT</b>	<b>ALTERNATE STATE EXECUTIVE COMMITTEE MEMBER:</b>
Name:	
Street Address:	
City/State/Zip:	
Membership #:	
Telephone:	
Email:	
<b>TREASURER</b>	
Name:	
Street Address:	
City/State/Zip:	
Membership #:	
Telephone:	
Email:	
	Signed by: Unit Adjutant
	Verified by: Unit Comdr.

The Unit Adjutant shall receive all mail from National Headquarters and it will be the Adjutant's duty distribute it to the proper officers and made available at all meetings.

**This form must be completed and returned to DAV Auxiliary Headquarters within ten (10) days after installation in compliance with the national constitution and bylaws of the Disabled American Veterans Auxiliary.**

Send copies to DAVA State Department and DAV State Department. Retain a copy for unit files.





## DISABLED AMERICAN VETERANS AUXILIARY ANNUAL FINANCIAL REPORT



UNIT			STATE DEPT. OF		
	NAME & NUMBER				
LOCATED AT			ACCOUNTING PERIOD		
	CITY & STATE			FROM	TO

BEGINNING BALANCE (Line 26 of Previous Year's Report)

### This Year's Gross Income/Receipts:

1. DUES (Per Capita from National Headquarters)
2. FORGET-ME-NOT DRIVES
3. BINGO GROSS RECEIPTS
4. THRIFT STORE GROSS RECEIPTS
5. KITCHEN OPERATIONS GROSS RECEIPTS
6. INTEREST & DIVIDEND INCOME FROM CHECKING, SAVINGS, CD's
7. NATIONAL FUNDRAISING (Department Use Only)
8. OTHER INCOME (Attach Required Schedule)  
(Example: Donations, refunds, money received from Chapter)

9. TOTAL INCOME (Sum of Lines 1 through 8) (Do not include beginning balance amount)

\$0.00

\*\*\* If the totals of Line 2 thru 8 exceed \$300,000 the report must be audited by a Certified Public Accountant \*\*\*

### This Year's Expenses/Disbursements:

10. SALARIES FOR ADMIN. PERSONNEL (Attach Required Schedule)
11. CONVENTIONS/CONFERENCE/SEMINARS  
(Attach Required Schedule listing event and amount by attendee)
12. POSTAGE AND OFFICE SUPPLIES
13. SERVICE/CHARITABLE DONATIONS (Attach Required Schedule)
14. FORGET-ME-NOT EXPENSES
15. BINGO EXPENSES (Attach Required Schedule)
16. THRIFT STORE EXPENSES (Attach Required Schedule)
17. KITCHEN OPERATION EXPENSES (Attach Required Schedule)
18. STATE MANDATE
19. OTHER EXPENSES (Attach Required Schedule)

20. TOTAL EXPENSES (Sum of Lines 10 through 19)

\$0.00

ENDING BALANCE (Beginning balance, plus Line 9, Minus Line 20)

\$0.00

## Statement of Assets:

21. CHECKING ACCOUNTS (Attach copy of closing month bank statement)

22. SAVINGS ACCOUNTS (Attach copy of closing month bank statement)

23. CERTIFICATES OF DEPOSIT (Attach statement to verify value)

24. MARKET VALUE OF INVESTMENTS AS OF END OF PERIOD

25. OTHER (Attach Schedule and copy of verified statement)

26. TOTAL ASSETS (Lines 21 through 25)

(Must equal amount on Ending Balance line)

\$0.00

ALL INFORMATION BELOW IS REQUIRED. PLEASE PRINT LEGIBLY.

NAME OF BANK(S) AND BRANCH LOCATION(S):

NAMES OF CURRENT SIGNERS ON BANK ACCOUNT(S):

Commander:

Sr. Vice Commander:

Treasurer:

### AUDIT COMMITTEE (THREE AUXILIARY MEMBERS)

(Must not include Commander, Sr. Vice Commander, Treasurer,  
Finance Committee, or non-DAVA members)

Audit Committee Member Signature and Member Number

Audit Committee Member Signature and Member Number

Audit Committee Member Signature and Member Number

Date

### COMPLETED BY:

Signature and Member Number

Title

Date

The completed Financial Report Form, with required schedule(s), must be submitted no later than September 30 in accordance with the National Constitution and Bylaws of the Disabled American Veterans Auxiliary.

**Print Four (4) Copies. Distribute as follows:**

DAVA National Headquarters, DAVA State Headquarters, DAV State Headquarters, and Unit Copy



# **FINANCIAL REPORT FORM INSTRUCTIONS**

**Annual Financial Report Form:** All State Departments and Units are required to use the Annual Financial Report form provided by National Headquarters which is also available to download on the organization's website. Each line listed on this form provides a description of what is to be reported on that specific line. **Alternations (scratch outs) of these lines are not acceptable.** This means that the category listed for a specific line (e.g. Line 4. Public Bingo Income) cannot be scratched out and replaced with a different category (e.g. Raffle Income).

**Accounting Year:** July 1 to June 30.

**Due Date:** No later than September 30. Any State Department or Unit that has not filed an annual financial report will be considered in a delinquent status which may subject the State Department or Unit to suspension or revocation of its charter.

**Additional Filing Requirements & Information:** The Financial report is to be completed using the **cash basis** method of accounting, **not** an **accrual basis**. The cash basis method of accounting recognizes income and expenses when cash is actually received or paid out. Only income actually earned/received and money actually spent/disbursed during the accounting period should be reported.

Do not include depreciation, Cost of Goods Sold, net values, negative figures or transfers of funds (including cashing in and/or buying a CD) on the financial report.

Fixed assets such as real estate, furniture/equipment and inventory/miscellaneous must be reported separately as a part of line 25, other assets.

**Report Completion/Mailing:** The Annual Financial Report is a three (3) part carbon-less form. Although typing of the report and

schedules is preferred, please be sure all copies are legible if they are handwritten. Mail the completed financial report along with all supporting schedules and any other required documentation to National Headquarters and to the State Department accordingly. Refer to the bottom of each form for mailing instructions. Be sure to retain the appropriate copy of all financial report forms, along with a copy of all schedules and other supporting documentation, for your records! Units with gross receipts, excluding dues, exceeding \$10,000 must submit a copy to the governing DAV State Department in accordance with DAV National Constitution and Bylaws.

**Online Submission:** Online financial reports are submitted to National Headquarters only and all State Department and Units are permitted to file an annual financial report online. The State Department/Unit Commander, Adjutant, or Treasurer may access the online financial report by logging onto the DAV Membership System at [www.davmembers.org](http://www.davmembers.org). From the "Maintain Information" menu, select State Department/Chapter Financial Report and then click on the Financial Report Instructions button for complete online submission instructions. **This online process is subject to change due to system requirements.**

## **BEGINNING BALANCE FOR THIS YEAR'S REPORT:**

**Beginning Balance:** Must be the **total assets** reported on last year's financial report. **Keep in mind that this figure cannot be adjusted for any reason.** If there was a reporting error on last year's report which changes the amount of the total assets reported on that report, the adjustment must be reported in the income or expenses section of this year's financial report accordingly. An explanation for the adjustment must be provided as well.

## **THIS YEAR'S INCOME OR RECEIPTS:**

**Line 1. Dues:** Report all per capita dues received from National Headquarters during the accounting period. State Departments and Units may receive one (1) per capita dues distribution that is directly deposited each year. This income should NOT be reported on line 7 or line 8 of the financial report. Any dues received that are not from National Headquarters should be reported on line 8.

**Line 2. Forget-Me-Not Drive Receipts:** Report **total gross receipts** from Forget-Me-Not drive during the accounting period.

**Line 3. Bingo Gross Receipts:** Report total gross receipts from public bingo operation during the accounting period. Total gross receipts from voluntary bingo sessions held for disabled veterans at a VAMC and/or nursing home for veterans should be reported on line 13.

**Line 4. Thrift Store Gross Receipts:** Report total gross receipts from thrift store operation during the accounting period.

**Line 5. Kitchen Operation Gross Receipts:** Report total gross receipts from kitchen operating expenses during the accounting period.

**Line 6. Interest & Dividend Income:** Report interest and dividends received from checking accounts, savings accounts, and certificates of deposit during the account period.

**Line 7. National Fundraising Program:** **State Department use ONLY.** Report all distributions the State Department received under this fundraising program conducted by the National Organization. This income should **NOT** be reported on line 1 or line 8 of the financial report.

**Line 8. Other Income:** Report all income received that does not fall into any of the above categories. **Attach required**

**schedule** indicating all sources of any such income and the specific amount received from each source. **NOTE:** Transfers of funds (including cashing in and/or buying a CD) must not be listed on the financial report. A transfer of funds is just moving money the State Department/Unit already had from one bank account to another bank account. The actual transfer is not income earned as the State Department/Unit already had the money as an asset, nor is it an expense as the money was not spent/disbursed. Only income actually **earned/received** during the accounting period should be reported.

**Line 9. Total Income:** The sum of lines 1 thru 8. Do **NOT** include the Beginning Balance amount.

## **THIS YEAR'S EXPENSES OR DISBURSEMENTS:**

**Line 10. Salaries for Administrative Personnel Only:** Report total amount of all salaries for administrative personnel only. **Attach required schedule** providing the full names of all administrative personnel, their job title and the amount of each individual's compensation. Remember: Anyone receiving compensation of \$599 or more in a calendar year must receive an IRS Form 1099-Misc to be reported on the individual's income taxes.

**Line 11. Conventions/ Conference/ Seminars:** Report total amount of expenses for National and State Conventions, conferences, schools of instruction, seminars and District meetings. Attach required schedule listing the specific event and the total amount expensed/disbursed for **each attendee**. All travel and lodging expenses, convention ads, hospitality rooms, and all other expenses directly related to the event should be included in the total amount reported.

**Line 12. Postage and Office Supplies:** Report total amount of expenses for administrative and non-service related postage, plus the cost of all office supplies

(pens, paper, ink cartridges). The purchase of furniture or equipment (e.g. computers, printers, desks) should be listed on line 19.

**Line 13. Service/Charitable:** Report total amount of expenses for service programs and activities that provide a direct and substantial benefit to disabled veterans and their families. **Attach required schedule.** Each expense should be listed separately. Income from approved fundraising activities shall be used to support programs and activities sponsored by DAV, its subordinate units or other entities, as long as such programs and activities provide a direct and substantial benefit to disabled veterans, their dependents and survivors (DAV Regulation Section 5).

**Line 14. Forget-Me-Not Drive Expenses:** Report total amount of Forget-Me-Not drive expenses (flowers, cans, materials purchased from the DAV Store).

**Line 15. Bingo Expenses:** Report total amount of expenses for any public related bingo operation. **Attach required schedule** to include the payout to players, all bingo salaries (list the full name, job title and amount of salary or other compensation for each bingo employee), payroll taxes, related supplies and any other expenses that are directly related to the operation of bingo. Please bear in mind there are some states which prohibit the payment of any compensation to bingo workers by a charity/nonprofit. Only the actual inventory purchases made during the accounting period should be reported.

**Line 16. Thrift Store Expenses:** Report total amount for any thrift store operation. **Attach required schedule** to include rent, utilities, all thrift store salaries (list the full name, job title and amount of salary or other compensation for each thrift store employee), payroll taxes, management fees, and any other expenses that are directly related to the operation of the thrift store. Only the actual inventory purchases made

during the accounting period should be reported.

**Line 17. Kitchen Operation Expenses:** Report total amount of expenses for any kitchen operation. **Attach required schedule** to include all kitchen salaries (list the full name, job title and amount of salary or other compensation for each kitchen employee), payroll taxes, beverage purchases, food purchases, related supplies, equipment and any other expenses that are directly related to the operation of the kitchen. Only the actual inventory purchases made during the accounting period should be reported.

**Line 18. State Mandate:** Report total amount paid for yearly state mandate as warranted by state.

**Line 19. Other Expenses:** Report total amount of all other expenses which do not fit into any of the above categories. Examples include: awards, gifts and pins to officers, members and guests; dinners and picnics for the members; installation, supplies (non-Forget-Me-Not), and any other miscellaneous expenses. **Attach required schedule** which clearly identifies the reason for the disbursement with the total amount state for each category. Only money actually **spent/disbursed** during the accounting period should be reported.

**Line 20. Total Expenses:** The sum of lines 10 thru 19.

## **ENDING BALANCE FOR THIS YEAR'S REPORT:**

**Ending Balance:** This figure will be the **Beginning Balance** plus the **Total Income** (line 9) and minus the **Total Expenses** (line 20), which must agree with the **Total Assets** listed on line 26.

## **STATEMENT OF ASSETS:**

Line 21 thru 25 on this form are to be used to report only cash assets which, for DAV Auxiliary's financial reporting purposes, are

assets that are in cash form or CD's. Please remember that this does not include fixed assets such as real estate, furniture/equipment, and inventory/miscellaneous.

**Line 21. Checking Accounts:** Report **total** of amounts in **all** checking accounts on last day of accounting period. **Attach a copy of the closing month bank statement** closest to the ending date of the accounting period for each checking account. **NOTE: If the total amount reported on this line differs from the closing balance shown on the bank statement(s) plus all cash on hand, provide a copy of the reconciliation page for each checking account.**

**Line 22. Savings Accounts:** Report **total** of amounts in **all** savings accounts on last day of accounting period. **Attach a copy of the closing month bank statement** closest to the ending date of the accounting period for each savings account. **NOTE: If the total amount reported on this line differs from the closing balance show on the bank statement(s), provide a copy of the reconciliation page for each savings account.**

**Line 23. Certificate(s) of Deposit:** Report **total value** (not original purchase value) of all certificates of deposit (CD) on last day of accounting period. **Attach statement** closest to the ending date of the accounting period or a letter from the financial institution(s) holding any CD's verifying the value as of the end of the accounting period for each CD. **NOTE: Be sure to properly report all CD interest earned during the accounting period on line 6.**

**Line 24. Market Value of Investments as of End of Accounting Period:** Report **total market value** of investments on the last day of accounting period. **Attach a copy of the investment statement** closest to the ending date of the accounting period for all investments.

**Line 25. Other:** Report any other assets not reported on lines 21-24. **Attach a copy of the bank statement** or a statement from the financial organization closest to the ending date of the accounting period.

**Line 26. Total Assets:** The sum of lines 21 thru 25. **In all cases**, this figure must **equal** the amount reported on the **Ending Balance** line. **Reports that are not in balance will not be accepted!**

#### **NAMES OF BANK(S) AND BRANCH LOCATION(S):**

Provide the full name and address of all financial institutions (banks, savings & loans, etc.) hold **any** funds of the State Department/Unit. **Information required.** Provide physical location of financial institution used, not PO Boxes.

#### **NAMES OF AUTHORIZED SIGNERS ON BANK ACCOUNT(S):**

Provide the full names of the three (3) authorized signers on the account/s. In accordance with the National Constitution and Bylaws, the signers must be the State Department/Unit Commander, State Department/Unit Senior Vice Commander, and State Department/Unit Treasurer. **Information Required.**

#### **REQUIRED SIGNATURES:**

Signed by Audit Committee: The financial report must be signed/printed and dated by three (3) members of the State Department/Unit Audit Committee as indicated in the lower left hand corner of the report. As provided in the National Constitution and Bylaws, excluded from the Audit Committee are the State Department/Unit Commander, State Department/Unit Senior Vice Commander, State Department/Unit Treasurer, State Department/Unit Adjutant, Finance Committee, or non-DAV Auxiliary members. Information required, Signed and Submitted by **Authorized State Department/Unit Of-**

**ficer:** The financial report must be **signed**, dated, and submitted.

### **ENSURE REPORT IS MATHEMATICALLY CORRECT AND IN BALANCE:**

Be sure to complete all computations on the financial report and provide required schedules.

Ensure that the amounts listed on the financial report agree with the corresponding schedule amounts.

Ensure that the report is in balance. Start with the beginning balance listed at the top of the current financial report, add the total income list on line 9 and subtract the total expenses list on line 20 to arrive at the ending balance. The ending balance ***must*** agree with the total assets listed on line 26 of the current financial report. **Reports that are not in balance will not be accepted!**

**ATTACHED SCHEDULES:** State Departments and Units are required to provide simple schedules in the proper format which clearly identify the source of income and/or the reasons for the disbursements. Combine all like income or all like disbursements and state the total for each category; for example: member donations and the **total** amount received from all member donations; meeting refreshments and the **total** amount paid for all meeting refreshments. Monthly breakdowns/general ledger reports; listings of each deposit made, each check written and each withdrawal; and are not acceptable.



# How to Form an Auxiliary

## To the

### Disabled American Veterans



- Requirements
- How to Form
- Issuing & Presentation of the Charter
- Junior Charters
- Application for Charter
- Chapter Consent Form
- Temporary Officer Form

## **Information Regarding the Formation of New Disabled American Veterans Auxiliaries**

There are several requirements necessary in order to charter a new DAV Auxiliary Unit.

1. The Chapter must first give their consent for said Auxiliary by signing the Chapter Consent Form and Charter application.
2. There must be a minimum of ten **new** part or full-paid adult life members for an Auxiliary charter to be issued. (Current members transferring **only** from state or national at-large may be included as one of the ten members.)
3. Once the ten-member requirement has been met, and before the charter is issued, the names of any transfers and juniors may be included.
4. The full amount of membership payments\* must be sent to National Headquarters with the following:
  - A completed application for each new life member.
  - Completed forms for each transfer member and, if applicable, any junior applications.
  - Chapter consent form and charter application properly signed by the Chapter Commander and Chapter Adjutant.
  - A completed temporary officer report form.
  - A \$25.00 charter fee for issuance of the charter\*.
  - A \$50.00 fee for completion of IRS Form 8976, Notice of Intent to Operate Under Section 501(c)(4)\*.

\*May be included in one check or money order payable to Disabled American Veterans Auxiliary or DAVA.

Upon completion of the above requirements, send to DAV Auxiliary National Headquarters.

### **Junior Charters**

National headquarters can issue special Junior Auxiliary Charters upon request. There is no charter fee or application, but there must be a minimum of ten Junior members in the Unit before a request is made for a charter. The written request (mail or e-mail) should be sent to DAV Auxiliary National Headquarters or [dava@dav.org](mailto:dava@dav.org) along with a list of all Junior members to be included on the Junior charter. Junior members are those who are age 17 and under.



### *How to Form a DAV Auxiliary Unit.....*

The incentive for the formation of an Auxiliary Unit comes from the DAV members who have recognized the advantage of having an Auxiliary organized for their Chapter. The purpose of an Auxiliary is to assist disabled veterans and their families and carry out of the programs as outlined by the national organization. The Auxiliary Unit is an auxiliary body to the local chapter and takes the Chapter's name and number. An Auxiliary can only be organized with the approval of, and in connection with, the DAV Chapter.

When a DAV Chapter has gone on record as favoring the organization of an Auxiliary Unit, a copy of the Chapter Consent form specifically recommending the formation of the Auxiliary is to be sent to the DAV Auxiliary National Adjutant. The resolution must be duly signed and dated by both the DAV Chapter Commander and Adjutant. The charter application must also be sent and it shall contain at least ten new part or full-paid life members (over the age of 18).

When sending the charter application, it is always wise to send a printed copy of the names and addresses as well so that they may be easily read, and to avoid mistakes in charter preparation. (If a computer is not available, be sure to plainly print each name and address legibly.) Include names of Junior members and any members transferring into the new unit.

When National Headquarters receives the charter application, the chapter consent form, membership applications and appropriate dues, charter fee, and IRS Form 8976 fee, the charter will be processed and sent to the State Auxiliary Commander for signature and presentation. The State Commander will contact the new Auxiliary regarding the charter presentation date and time.

An Auxiliary supply kit will be mailed directly to the Commander of the new Auxiliary unit. This information will assist the Auxiliary Unit with operating in accordance with the instructions previously outlined.

### **Eligibility for Auxiliary Membership:**

- Any person who is eligible for membership in the Disabled American Veterans is also eligible for membership in the Disabled American Veterans Auxiliary.
- Any person who has served in the armed forces of the United States of America, who has not been dishonorably discharged or separated from such service, and who is not otherwise eligible for membership in the Disabled American Veterans, is eligible for membership in the Disabled American Veterans Auxiliary.
- The family and extended family members of any person (or any deceased person) eligible for membership in the Disabled American Veterans, are eligible for membership in the Disabled American Veterans Auxiliary.
- The family and extended family members of any person injured and may still be in active service in the armed forces of the United States of America and eligible for membership in the Disabled American Veterans, are eligible for membership in the Disabled American Veterans Auxiliary.
- The family and extended family members of any person who served with the armed forces of any nation associated with the United States of America as an ally, was honorably discharged, and became an American citizen, are eligible for membership in the Disabled American Veterans Auxiliary.

- The family and extended family members of any person who has served in the armed forces of the United States of America and has not been dishonorably discharged or separated from such service are eligible for membership in the Disabled American Veterans Auxiliary.
- The family and extended family of Auxiliary members who are not otherwise eligible for membership are eligible for membership in the Disabled American Veterans Auxiliary.
- Any member in good standing and eligible for membership in both the parent organization and the Disabled American Veterans Auxiliary shall be eligible to vote, hold an elected or appointed office and/or chairmanship in the Disabled American Veterans Auxiliary when not holding an elected or appointed office and/or chairmanship in the Disabled American Veterans.

**Junior Members** (those who have not yet reached their 18<sup>th</sup> birthday) are relatives of **disabled veterans, veterans, or Auxiliary members**. There are two types of Junior membership:

- **Complimentary** – Junior memberships are complimentary up to age 18 at which time they will be automatically converted to a part-life membership and payment billings will commence.
- **Junior Life Membership** is also available for those under the age of 18 with a minimum down payment of \$20 to be applied toward a \$250 life membership amount. There is currently an unlimited amount of time to pay the membership in full. Membership cards will be sent to full-paid Junior life members.

### **Presentation and Issuing of the Charter...**

Upon receipt of the charter, the Commander-elect will select the installing officer for official installation. Qualified installing officers for the Auxiliary are: an Auxiliary Past National Commander, an elected Auxiliary National Officer, the Auxiliary National Adjutant, the Auxiliary National Assistant Adjutant, an elected Auxiliary state officer, an Auxiliary past state commander, or an Auxiliary past unit commander. A DAV Officer may not install unit officers. The Auxiliary Ritual is used in all installations.

If a State Department Auxiliary officer is able to attend the meeting, they should open the meeting and briefly outline the nature and purpose of the Auxiliary. The Chapter Commander and Adjutant should be given an opportunity to speak.

Next in order is the election of officers. The Commander shall then appoint an Adjutant. These officers would then take charge of the meeting.

All members present at the meeting may receive the Membership Initiation. This can be given by an elected officer or a past commander of an Auxiliary in good standing. No member of the DAV can give the Auxiliary Membership Initiation or install a member of the Auxiliary.

### **QUOTA UNIT CHARTERS**

Charters issued during April, May or June are considered Quota Units. State and National Mandates are waived for the current membership year.

**To The National Headquarters**  
**Disabled American Veterans Auxiliary**

\_\_\_\_\_, Chapter No. \_\_\_\_\_  
(Name of Chapter)

\_\_\_\_\_, \_\_\_\_\_  
(Name of City) (State)

Approves the formation of an Auxiliary to their Chapter.

We hereby request the National Auxiliary Headquarters to grant a Charter for this Auxiliary.

\_\_\_\_\_  
Chapter Commander

\_\_\_\_\_  
Chapter Adjutant

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



## Disabled American Veterans Auxiliary Application for a Charter



The undersigned hereby respectfully apply to the National Department of the Disabled American Veterans Auxiliary for the issuance of a Charter to ourselves for the formation of a Disabled American Veterans Auxiliary to be located at \_\_\_\_\_ in the state of \_\_\_\_\_ and to be known as \_\_\_\_\_ Unit No. \_\_\_\_\_.

We hereby mutually certify that each and all of the undersigned are eligible for Disabled American Veterans Auxiliary membership.

The undersigned agree, upon issuance of said Charter, to proceed at once to form an Auxiliary of the Disabled American Veterans, and to support and uphold the provisions and principles of the National Constitution of the organization, and such changes and amendments as are ratified at future National Conventions of the organization.

This application, listing at least ten (10) new Senior members, is accompanied by the sum of Twenty Five Dollars (\$25.00) to pay the fee for issuance of said Charter, Fifty Dollars (\$50.00) to pay the fee for IRS Form 8976, Notice of Intent to Operate Under 501(c)(4), and the full amount of dues for each Charter Senior Member.

### NAME

### ADDRESS

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Approved this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Chapter Commander

\_\_\_\_\_  
Chapter Adjutant

## TEMPORARY OFFICER INFORMATION

Immediately following election, please complete this form and mail to:

National Headquarters  
DAV Auxiliary

Date: \_\_\_\_\_ Unit Number: \_\_\_\_\_

State of: \_\_\_\_\_

Our current officers for your records are:

Commander

\_\_\_\_\_  
Name (First and Last)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, and Zip Code

\_\_\_\_\_  
Area Code and Telephone Number

Adjutant

\_\_\_\_\_  
Name (First and Last)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, and Zip Code

\_\_\_\_\_  
Area Code and Telephone Number

**The Adjutant shall receive all mail.** It will be the Adjutant's responsibility to bring it to the unit meeting, make it available for all unit members, and see that it is distributed to the proper officers.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commander's Signature



# **AMERICANISM**

This is one program that all units can and should participate in, and it can be a particularly rewarding program for junior member involvement. It does not require great sums of money, traveling, or even a unit with a large membership. It does, however, require a team effort and time.

## **Americanism Chairman Responsibilities**

- Present a report at unit meetings to include topics such as the importance of voting, proper flag display, and discuss unit participation on occasions such as Memorial Day, Flag Day, Fourth of July, Veterans Day, plus any local commemorations.
- Keep accurate records of the unit's Americanism-related activities for annual report completion.
- Involve unit members in community efforts.
- Encourage and involve unit members in planning Special Americanism Programs.

## **CITIZENSHIP**

Always encourage voter registration. It's incumbent upon us as citizens to honor that privilege and accept it as our civic duty. The voting process is deserving of our due diligence to assure that we make informed decisions based on the attributes a candidate can bring to the position – their character, experience, political record, and views on important issues, particularly their stand on veterans' benefits whether it be on the local, state, or national stage.

Commemorate "Citizenship Day" on September 17 and "Constitution Week" which is observed the week of September 17 by reviewing historical events that led to the framing of our United States Constitution; to participate in community activities that week; and assist in recognizing new citizens who have been

naturalized during the year and those who became of voting age.

## **PRESENTATIONS**

Flag presentations to schools, church groups, city and civic groups, and businesses promotes Americanism.

Take advantage of online resources for information to assist with Americanism topics. Some topic examples: The Constitution, Declaration of Independence, Oath of Allegiance, Bill of Rights, How to Display and Respect the Flag of the United States, history of the American Flag, the importance of one vote, Flag Folding Ceremony, proper Flag disposal and ceremony, origination of Taps, and the POW/MIA Missing Man Table ceremony, etc. The above can be researched and found online.

The Flag Customs and Dedication of Colors are referred to in the DAV Auxiliary National Constitution and Bylaws.

## **SPECIAL AMERICANISM PROGRAM**

Organize Special Americanism Programs and schedule prominent speakers from your local community, county, or state to speak on bi-partisan and civic-minded topics. Recognize individuals for their Americanism efforts. Publicize the event and utilize social media for public awareness. This is a great opportunity to promote Americanism and the DAV Auxiliary, and emphasize the sacrifices of our nation's veterans.

Remember to enlist the assistance of Junior Auxiliary members with Special Americanism Programs as well as your yearly Americanism activities.

## **THE AMERICAN CREED**

*I believe in the United States of America, as a government of the people, by the people, for the people; whose just powers are derived*

*from the consent of the governed; a democracy in a republic; a sovereign Nation of many sovereign States; a perfect union, one and inseparable; established upon those principles of freedom, equality, justice, and humanity for which American patriots sacrificed their lives and fortunes.*

*I therefore believe it is my duty to my country to love it, to support its Constitution, to obey its laws, to respect its flag, and to defend it against all enemies. ~William Tyler Page*

### **POW/MIA CEREMONY**



The POW/MIA Ceremony, also referred to as a Missing Man Table, is a humble way to remember and honor the sacrifice of the men and women who gave their lives protecting our freedoms.

There are many variations to the POW/MIA Ceremony that can be found online. DAV Auxiliary does not have a specific program to be used at this time.



# **COMMUNITY SERVICE**

**Community Service** is involvement. It is knowing, caring, and taking action. For DAV Auxiliary members, it is about serving veterans and their families in our communities.

## **Documenting Activities**

The purpose of this section is to offer a basic guideline to the units participating in Community Service and documenting their veteran-related service activities on the annual report form. Keep an accurate record of time, number of members participating, miles, hours, and cash donations/expenditures. Remember, it can be the service of one member or a combined effort of the unit in the name of the DAV Auxiliary.

What are the needs in your community for assisting veterans and their families? Look around. Get to know your neighbors and civic leaders. Ask your chapter members to keep you informed if there is a veteran family that could be aided by the unit. Aid may be given in direct donations such as funds, food, clothing and furniture.

## **Family Services**

Family service includes direct aid to veteran families. There may be veteran families experiencing financial struggles and in need of assistance with mortgage, rent, utility bills, food, medical, dental, prescriptions, etc. The unit can help with buying groceries, driving the veteran or their family member to the doctor or general errands, etc. A significant impact could be an occasional email, phone call, visit, or sitting with a veteran while their spouse or caregiver runs errands.

## **Facility Visits**

Visits to veterans and their family members admitted to health care centers/hospitals, nursing homes, treatment centers, etc., could add light to their day.

## **Professional & Trade Services/Payments**

Rendered services could be considered trade services such as a barber, hairdresser, plumber, electrician, painter, etc. Professional skills would include physician, nurse, therapist, optometrist, teacher, etc. **Note: Services rendered by those with professional skills who are financially compensated may not be reported as Community Service.**

## **Recreation & Entertainment**

What an opportunity to bring cheer to veterans and families! Be creative when planning parties and entertainment events. Seek local talent to provide entertainment at these events. Purchase and distribute some small gifts. How about seasonal/holiday parties for the children of the ill and injured veterans in your community? For the adults, don't forget Grandparents' Day, Mother's Day, Father's Day, and of most significant importance - Veterans Day! Also included in this category would be planned excursions or therapeutic activities.

## **Special Projects & Programs**

Encourage unit member participation, including junior members, in all facets of community service. Special projects tend to create a sense of inclusion and satisfaction in those who participate. Discuss projects in your unit meetings. Meet with chapter leaders to see if they are aware of any special activities or projects. Or, develop projects that also involve the chapter and their families. Coordinate a package mailing to deployed troops. Check out DAV's Volunteer For Veterans Program, which is a very worthy endeavor benefiting veterans and their families. After some brainstorming sessions, members might be amazed at the services their unit can offer.

## **Networking**

As the unit develops community service projects, don't forget those members who haven't been to a meeting in a while. Reach out to them. Let them know what the unit is doing. Most importantly, let them know they are thought of and missed. They might be interested in helping with projects from home. All you need to do is ask.

Where would you take the credit on the Community Service Report for personal contact? Not all things we do as members of our great organization should be with the thought of receiving credit, but we thank you for caring.

### **Table of Values**

New clothing .....	Actual Cost
Used Clothing .....	½ Original Cost
Food.....	Actual Cost
New furniture .....	Actual Cost
Used furniture .....	½ Original Cost
New household items.....	Actual Cost
Used household items .....	½ Original Cost
Personal items .....	Actual Cost
Gifts .....	Actual Cost
Professional/Trade Services ...	Actual Cost
Layman services for above (provider not certified, licensed, etc.) .....	½ Cost
Parties & entertainment .....	Actual Cost

- All cash donations must be checks issued by your Unit and listed under "Donation by Unit Checks."
- All other donations will go under the "Value of Donations" Column.
- Coupons shall have half the value stated on the coupon.

# **JUNIOR ACTIVITIES**

## **Junior members are a vital part of DAV Auxiliary. They are our future!**

A prospective Junior member under the age of 18 can be an extended family member of any honorably discharged US armed services veteran or Auxiliary member. A junior membership is complimentary until the member attains age 18 at which time the membership will convert to a part-life membership and billings will commence.

Membership cards are not sent to complimentary Junior members; however, units are urged to create Junior membership cards to show their appreciation. A Junior membership card template is available on the organization's website.

Families may secure a life membership for a Junior at any time with a \$20 down payment and an unlimited amount of time to pay the balance. Should a Junior Life membership be paid in full, a life membership card will be mailed to them by national headquarters.

Junior members do not have a vote at national, state, or local senior meetings; however, they do count towards quota. They can be a great asset to any senior Auxiliary by helping them in so many ways such as helping with special events or affairs, volunteering at the medical centers, if their age is acceptable, and other various duties.

### **JUNIOR ACTIVITIES CHAIRMAN**

Everyone in the unit has a responsibility to encourage and mentor Junior members. The unit commander may also appoint a Junior Activities Chairman. The Chairman could even be a Junior member. They should have energy, enthusiasm, understanding, and patience. Through their leadership, other Juniors will be encouraged to participate in our programs. The Chairman should be the type of person who can earn the respect of our young members.

A unit is not required to have a junior charter to have active Junior members. Embrace every opportunity to work with a Junior member by encouraging them to attend unit meetings and be involved.

### **JUNIOR CHARTERS**

Any chartered Auxiliary unit may request a Junior Charter from National Headquarters, without charge, providing they have at least ten Junior members.

There is no charge for a Junior Charter, nor is a special form required. Only a written request is needed from the Unit including the names of the Junior members to be listed on the charter along with membership applications for any new Junior members.

### **SELECTION OF OFFICERS**

Once chartered, juniors should select a Commander, Senior Vice Commander, Adjutant, and Chaplain. Refer to the National Bylaws for any other positions (with the exception of a Treasurer). Let's not forget our younger Juniors and find a way to include them in some capacity. Give as many titles as possible. It makes Juniors feel important, and they are.

### **MEETINGS**

Juniors meet at the same time the senior auxiliary holds their meetings in an area that allows them to remain supervised by adults while not interrupting chapter/unit meetings.

### **JUNIOR FUNDS**

Juniors may not have their own bank accounts. All funds must be given to the unit treasurer to be deposited in the Unit account. The Treasurer shall deposit these funds and earmark them for Junior activities. The unit Treasurer should keep the Junior members updated on their finances.

Let the Juniors express for themselves how they would like the money disbursed as long as it stays in line with Auxiliary program and donation guidelines.

### **VAVS**

Nothing can brighten the day of a veteran more than a handmade card or letter. Junior members may be encouraged to visit the patients and hand-deliver their craft. Always contact the Voluntary Services Department at your local VA Medical center for specific regulations regarding projects and young visitors.

Older Juniors may be eligible to serve as VA facility volunteers during breaks in designated departments.

### **AMERICANISM**

Our organization is rich in patriotism and Americanism. We are qualified to teach our young members that they should not take our great country for granted, and that men and women fought and died to preserve their freedoms. Encourage Juniors to study about the Flag, its history, the proper way to display it, and the correct way to recite the Pledge of Allegiance.

### **COMMUNITY SERVICE**

The Community Service Program will benefit with the help of Junior members. Encourage them to assist veterans and their families in your community. Events for current military and their families, including "Welcome Home" rallies and other projects can greatly benefit from the additional volunteers. It's also a great way to promote the organization!

### **FORGET-ME-NOT DRIVES**

Encourage junior members to volunteer at Unit Forget-Me-Not drives. Juniors should always be partnered with adult members for their safety.

### **SPECIAL PROJECTS**

Allow Junior members to develop and carry out special projects with unit supervision. This could include hosting a special dinner for the chapter and unit, organizing a fundraiser to support a special event at a VA Medical Center, or a community effort to help veterans and their families. Many possess graphic design skills to help with signs and flyers. Give them the opportunity to be creative and have fun.

The Juniors of today will be the adult members of tomorrow to carry on the great work of our organization. Encourage, support, and mentor them.

### **PUBLICITY**

We do not know of any better publicity than articles regarding the activities of Junior members in our programs. When submitting articles to local news outlets, social platform postings, etc. regarding Junior projects, be sure to obtain written permission from parents/guardians first. Also, refrain from using full names to protect the identity of those involved.

### **NATIONAL JUNIOR AWARDS**

Age 7 -10 Age 11 -14 Age 15 - 17

National Outstanding Junior Award recipients will be selected at the National Convention and need not be present to win. The candidates for these awards should be recommended and voted on by the senior members at a regular auxiliary meeting. The Outstanding Junior Member form should then be completed covering the activities for the current membership year. Judging is based on volunteer hours and activities, as well as support of the DAV Auxiliary Units and State Departments.

A handwritten resume by the candidate must be attached and the form must be signed by the nominee's parent or guardian.

## **JUNIOR UNIT HISTORY BOOK**

The Junior Unit History Book Guideline page that follows gives the information in detail concerning the proper procedure for preparing a history book.

Preserve the memories of the Junior members' awesome activities by letting their creativity shine through the pages of their history book.

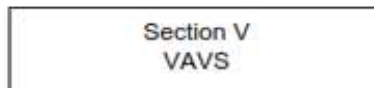
Junior unit history books can be brought to the National Convention for judging by the committee. DO NOT MAIL TO NATIONAL HEADQUARTERS.

## **JUNIOR UNIT HISTORY BOOK GUIDELINES**

Your Junior unit history book doesn't have to be purchased from National Headquarters. Check to be certain that your Junior unit history book is correctly assembled per the instructions.

Divide the book into eight sections. Begin with a title page for each section. The name of the particular section and the section number are the ONLY things on that page.

Example:



Please include the following sections and information:

I. Unit Information	Name and number of Junior unit; city and state; Junior Commander picture with name and year; Senior Commander picture and name; Junior Activities Chair picture and name.
II. Installation	Installation date of present Junior unit officers; picture of installing officer with Junior officers.
III. VAVS	Any pictures or materials showing Junior unit volunteers at VA Medical Centers.
IV. Community Service	Any pictures or materials Junior unit participation in veteran community service projects.
V. Forget-Me-Not	Any pictures or materials showing Junior unit participation in Forget-Me-Not Drives.
VI. Americanism	Any pictures or materials showing Americanism activity by the Junior unit.
VII. Chapter and Unit Events	Any pictures or materials showing Junior unit activity with senior unit.
VIII. Special Events/Miscellaneous	Any pictures or materials showing Junior unit participation in any other activities that do not fit in the first seven sections.

Label all pictures with the names and titles of people. If any event is pictured, identify the event and when it took place.

State departments may honor Junior unit history books in their own way. However, ALL Junior unit history books should be brought to the national convention for judging in committee, and pick up after judging concludes. DO NOT MAIL THEM TO NATIONAL HEADQUARTERS.



# **LEGISLATION**

One of the important functions of the Disabled American Veterans and Auxiliary is to influence legislation favorable to the needs of disabled veterans and their families. We must also keep in mind that such legislation is brought about by dedicated advocacy. Therefore, it is incumbent upon us as members to keep our state and national elected representatives informed.

The best resource for legislative information can be found on the DAV's Legislation page (<https://www.dav.org/learn-more/legislation/>) and also by signing up for the DAV CAN (Commander's Action Network) program. Important legislation under consideration is always available on the website above and sent to CAN participants via email providing pre-written communications, eliminating the need for members to draft letters.

DAV depends on Auxiliary members to join with them in contacting legislators on important issues. Our efforts have proved very effective through the years and we will continue to advocate for veterans rights.

## **TIPS ON HOW TO COMMUNICATE WITH YOUR LEGISLATORS**

### **Personal Visit:**

Nothing is more effective than face-to-face communication. Of all forms of interaction, the personal visit is the best way for two people to have a serious and meaningful exchange of views. A visit by one or two DAV/DAVA members makes a positive and lasting impression.

- Make an appointment by contacting your legislator's office. Advise the staff member of the purpose of the visit.
- Be prepared. Know what you want to say and how you want to say it in advance of the meeting.
- Be on time for the meeting.

- Be respectful, confident, to the point, and attentive to feedback.
- Follow up with a message of appreciation for their time.

### **Letters and Email:**

Whether you use the prepared communications from CAN or draft your own, be respectful and specific. Always offer appreciation for their time and consideration.

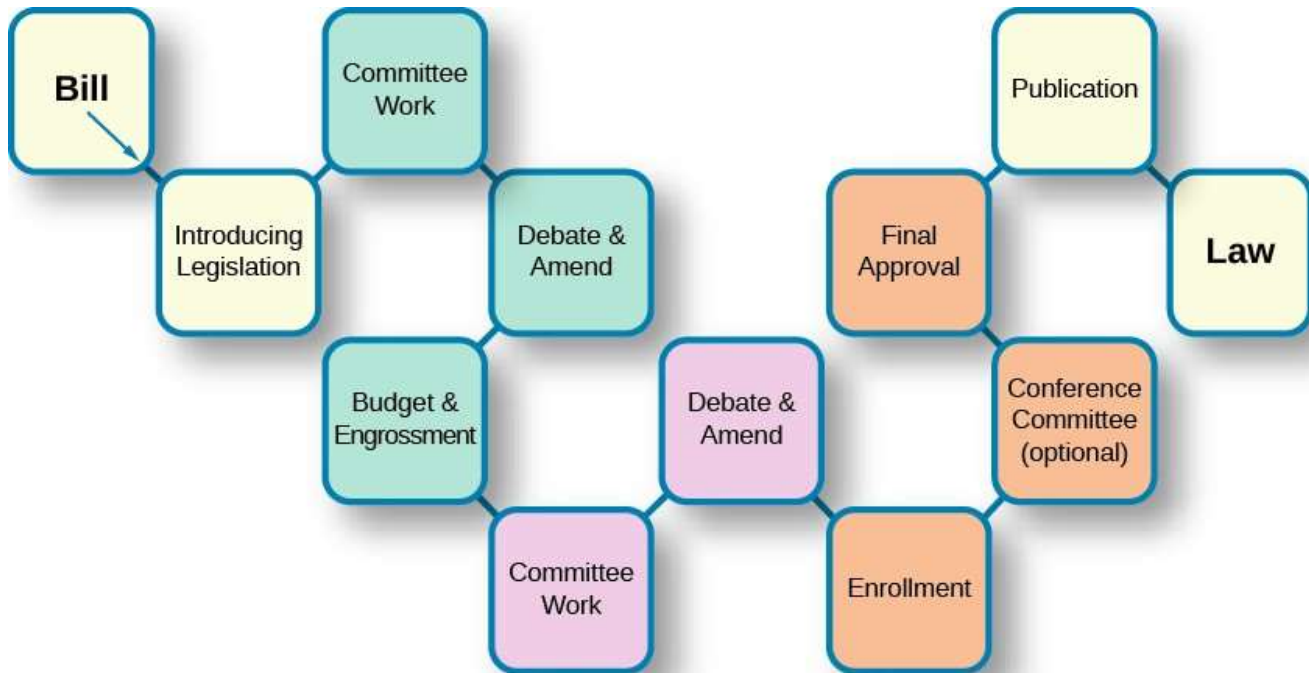
## **REMINDERS**

- Get to know your legislators. Read about them and track their voting as it pertains to veteran-related issues.
- When communicating, identify yourself as a voter, taxpayer, veteran's advocate, DAV Auxiliary member, etc.

## **DUTIES OF THE UNIT LEGISLATIVE CHAIRMAN**

- Each unit should have a Legislative Chairman.
- The Legislative Chairman should give a report at each meeting and provide the members with the information on the DAV Legislative website or received as a Commander's Action Network participant.
- Encourage members to sign up for the DAV CAN (Commander's Action Network).
- Keep an accurate record of member contacts with representatives and their responses pertaining to veterans' issues supported by DAV so that the information can be reported on the annual report form.
- Complete the Legislative Annual Report form to account for the diligent efforts of the unit members.

## HOW A BILL BECOMES A LAW



■ House ■ Senate

*The Legislative Process – Lumen Learning.*



# **DEPARTMENT OF VETERANS AFFAIRS VOLUNTARY SERVICE**

## **VAVS**

The Veterans Affairs Voluntary Service (VAVS) program of the Disabled American Veterans Auxiliary is designed to give members an opportunity to serve as volunteers in various capacities throughout VA facilities.

The opportunities of a volunteer in a VA Medical Center vary. The Voluntary Services Program Manager will keep volunteers informed of the areas that are in need of assistance.

### **VETERANS AFFAIRS MEDICAL CENTER**

Veterans Affairs Medical Center (VAMC) provides medical treatment and care to veteran patients. These facilities are funded by the Federal Government.

### **COMMUNITY-BASED OUTPATIENT CLINICS (CBOC)**

A VA Outpatient Clinic (CBOC) is a fixed health care site that is geographically distinct or separate from its parent VA medical facility. CBOC's provide primary care and mental health services, management of acute and chronic medical conditions, and pharmacy benefits, and may provide other services as deemed necessary by the facility. The purpose of these facilities is to make access to health care easier without the hassle of visiting a larger medical center.

### **COMMUNITY LIVING CENTER (CLC)**

Community Living Centers (CLC's) are VA Nursing Homes where Veterans can receive nursing home level care, as well as skilled nursing and medical care. Staff will assist veterans with daily living activities such as bathing and dressing. These facilities are for both short and long-term care.

### **MEMORANDUM OF UNDERSTANDING (MOU)**

A Memorandum of Understanding (MOU) is a formal written contract with the VA to provide care for veterans in their facilities. There are many facilities that provide care for veterans throughout many stages of their lives. Those facilities with a Memorandum of Understanding (MOU) follow VA Administration guidelines, and therefore, when applicable, may allow volunteers to report their service hours to the VA Medical Center. These facilities also receive payment for care provided to Veterans once signed.

### **CONTRACT HOMES**

These are nursing homes within the community under contract with the Veterans Administration (VA). All facilities are under contract with the VA and not all veterans are eligible to receive care through contract homes. Facilities include geriatric and long-term care, as well as disease-specific treatment. If these facilities accept volunteers, hours may be reported to the VA for recognition.

### **HOW TO BECOME A VOLUNTEER**

Anyone interested in volunteering at a VA Medical Center should contact the Voluntary Services Department and inquire about positions available. This department will provide additional information on requirements to become a volunteer, areas of interest to the volunteer, and will arrange an appointment for an interview.

Those interested can also visit [www.volunteer.va.gov](http://www.volunteer.va.gov) and fill out the "Volunteer Now" Form.

All volunteers will be required to complete screenings, interviews, orientations and

training. Volunteers 18 years of age and older may be subject to background checks and other security measures as required by the VA.

### **TYPES OF VOLUNTEERS**

- **REGULAR SCHEDULED VOLUNTEER:**

A volunteer who will serve on a regular basis and accept a designated volunteer assignment on a regular schedule.

- **OCCASIONAL VOLUNTEER:**

A volunteer who only serves on an infrequent basis in any assigned area.

- **SPONSORED VOLUNTEER:**

A volunteer who does not belong to the Disabled American Veterans Auxiliary but wishes to give their hours to the organization. They may be a regular scheduled volunteer or an occasional volunteer.

- **STUDENT VOLUNTEERS:**

Student volunteers under the age of 18, or those who satisfy the state's definition of underage, must have written parental or guardian approval to participate in the VAVS Program, and must have written authorization for diagnostic and emergency treatment if injured while volunteering. **NOTE:** *Post-secondary students are not to be considered volunteers while receiving academic credit under a formal affiliation agreement.*

**ORIENTATION:** A requirement of all volunteers. This is a vital part of the program since it allows the volunteer to familiarize themselves with the procedures of the medical center.

**CERTIFIED HOURS:** These are hours worked at the Veterans Affairs Medical Center, Outpatient Clinics, Community Living Centers, or Contract Nursing Homes.

The hours registered will be from the time of arrival until departure.

### **DAV VOLUNTEER TRANSPORTATION NETWORK**

The DAV Volunteer Transportation Network provides rides to veterans to the VA Medical Center for scheduled appointments in a DAV Vehicle. The driver is a volunteer who is a Medical Center Volunteer and has provided information about their driver's license and car insurance. The VA Medical Center will complete a background check, physical, a road test, and hands-on training before being assigned to individual shifts.

### **UNIT VAVS CHAIRMAN**

As a volunteer, you may be asked to serve as your Unit VAVS Chairman. (This chairmanship is not the same as the certified VAVS Representative.) The duties of a unit VAVS chairman are:

- Assist in promoting projects and programs within the unit held at the VA.
- Coordinate unit activities at the VA Medical Center through the Voluntary Services Program Manager and the DAVA VAVS Representative (if applicable).
- Keep an accurate account of all VAVS activities of the unit volunteers, such as hours, trips, money, and activities.
- Complete the annual report that is sent to the Unit Adjutant by the State Department.

### **VAVS REPRESENTATIVE CERTIFICATION**

In order that a volunteer can be recommended for a VAVS Representative, they must be a member in an active chartered auxiliary unit and have sincere interest in the welfare of hospitalized veterans. They must be able to work effectively with others, members of the organization, and fellow representatives from other organizations on the VAVS

Committee and the medical staff. If they are not a registered volunteer at the VA Medical Center, they will be required to complete the onboarding process.

The VAVS Representative must be recommended every two years by their respective State Commander to serve as the Representative at the VA Medical Center within the state.

- During the odd-numbered years, National Headquarters sends a form to each State Auxiliary Commander asking for their VAVS Representative recommendation/s.
- Prior to completing the recommendation form/s, the State Commander should communicate with the VAVS Program Manager to determine if the recommended person will adequately fill the needs of the facility. They can also verify that the re-certification of a representative is acceptable based on their quarterly meeting attendance and involvement with the program.
- The State Commander should complete the form/s and return to DAV Auxiliary National Headquarters by the requested date.
- Upon receipt, the recommended VAVS Representative will be certified through National Headquarters to serve for two years.
- Once certified, the VAVS Representative will be asked to submit their choice for deputy representative/s.
- In some cases VA Medical Centers are located in areas where several bordering states have volunteers who actively participate. The State Commander of a bordering state has the privilege of recommending an Associate Representative for that VA Medical Center. Example: The State Commander of Kentucky may recommend a Kentucky member to serve as an Associate Representative at an Ohio VA Medical Center.

## **VAVS REPRESENTATIVE DUTIES**

- Appoint no more than three (3) deputy representatives for each Medical Center.
- Attend the quarterly VAMC VAVS Committee Meetings with deputies and associate representatives. This is very important since there must be representation by the organization. If a VAVS Representative fails to attend the required quarterly meetings, he/she may be removed as VAVS Representative.
- Serve on sub-committees when appointed.
- Help recruit, and assist new volunteers.
- Encourage Deputies to become involved in programs not only sponsored by DAV Auxiliary but also throughout the facility.
- Notify the units of programs and activities and encourage members to participate.
- If applicable, the VAVS Representative is to establish and maintain a bank account in the name of the State Department, Disabled American Veterans Auxiliary. If handling VAVS monies in excess of \$200.00 the bank account must be established with authorized account signers being the VAVS Representative, a Deputy Representative, and the State Treasurer. Accurate records shall be kept which includes sources of income and the amount deposited, and expenditures with receipts attached. All records shall be audited by the state finance committee. (Refer to Constitution and Bylaws or State Standing Rules.)
- An annual joint review will be held with the Representative, Deputies, and the Voluntary Services Program Manager.

## **DEPUTY REPRESENTATIVE**

- Works with the VAVS Representative on projects and activities.
- Attends all VAMC VAVS Committee Meetings. The VAVS Deputy does not

have a vote except in the absence of the representative.

- Serves on sub-committees when appointed.
- Joins in the Annual Joint Review with the representative and the Voluntary Services Program Manager.

### **ASSOCIATE REPRESENTATIVE**

An Associate VAVS Representative is a member from one state who has been certified at a facility in another state.

- Recommends no more than two VAVS Deputy Representatives.
- Attends the VAMC VAVS Committee Meetings but does not have a vote.
- Coordinates activities from the units in their respective state with the representative.
- Shall be responsible for establishing and maintaining a bank account in the name of their state department, Disabled American Veterans Auxiliary. If handling VAVS monies in excess of \$200.00 the bank account must be established with authorized account signers being the Associate VAVS Representative and the State Treasurer. Accurate records shall be kept, showing sources of income and the amounts, funds deposited and expenditures with receipts attached. All records or books shall be audited by the state finance committee. (Refer to Constitution and Bylaws/State Standing Rules.)
- Attends the Annual Joint Review with the Representative, the Deputy Representative/s, and Voluntary Services Program Manager.

### **HONORARY REPRESENTATIVE**

A representative who has served at least ten (10) years on the VAMC VAVS Committee may be recommended for an Honorary VAVS Representative status provided they have held the position of certified VAVS Representative and have approval of their

acceptance by the authorized certifying official of the organization.

The recommendation must come from the Program Manager at the respective facility. The recommendation is then submitted to National Headquarters, Disabled American Veterans Auxiliary for certification.

### **DUTIES OF THE NATIONAL VAVS REPRESENTATIVE**

**The National Auxiliary Commander, with the approval of the National Executive Committee of the Disabled American Veterans Auxiliary, shall appoint the National VAVS Representative.**

- Recommends a National Deputy VAVS Representative to the National Auxiliary Commander with the approval of the National Executive Committee. An employee of the Auxiliary national headquarters shall also be appointed as a second National Deputy VAVS Representative with the approval of the National Executive Committee.
- Represents DAVA on the National Advisory Committee during applicable years.
- Receives the Annual Joint Reviews from each facility and notifies national headquarters of any with questionable or negative reviews.
- Receives the VAMC VAVS Committee Meeting Minutes and tracks attendance. Forwards record attendance to national headquarters so records may be updated.
- Informs National Headquarters of the National VAVS Committee procedures, policies and the objectives.
- Advises the National VAVS Advisory Committee of any changes concerning the representative's organization.
- If appointed to serve on a sub-committee of the National VAVS Advisory Committee, will advise the national organization of pertinent changes or information.

- Sits as advisor on the VAVS Convention Committee at the National Convention.
- Submits a year-end report for distribution to the delegates at the National Convention.

### **NATIONAL DEPUTY REPRESENTATIVE**

Works with the National Representative and carries out designated assignments.

### **NEW VOLUNTEER FORM**

When an individual is volunteering in the name of DAV Auxiliary, the VAVS Representative should submit form VAVS Volunteer Form 20 to national headquarters. Upon receipt, the volunteer will be added to the system and will receive earned volunteer incentives. This form can be found online at [www.davauxiliary.org](http://www.davauxiliary.org).

### **MONTHLY VOLUNTEER WORK REPORT (FORM 50A)**

VAVS Representatives are responsible for completing VAVS Form 50A, Monthly Volunteer Work Report, and submitting to national headquarters. It is recommended that the VAVS Representative work with the Voluntary Services Program Manager to obtain a full report of Auxiliary hours worked each month so all volunteers receive deserved credit. National headquarters processes this form and volunteers will receive earned volunteer incentives for certified hours.

### **GEORGE H. SEAL AWARD**

This award is sponsored by the Disabled American Veterans. The VA Program Manager may submit the name of a volunteer who has been outstanding in their work and services to the VA Medical Center as a DAV Auxiliary VAVS volunteer. The rules and regulations are set by the Disabled American Veterans.

### **AWARDS**

Volunteers of the Disabled American Veterans Auxiliary receive awards and/or pins based on their service hours and/or DAV Transportation miles. These incentives are sent on behalf of the organization by DAV.

<b>Level</b>	<b>Miles</b>	<b>Hours</b>
1	1	1
2	2,500	50
3	5,000	100
4	7,500	150
5	10,000	200
6	15,000	250
7	25,000	500
8	35,000	750
9	50,000	1,000
10	75,000	2,000
11	100,000	3,000
12	150,000	5,000
13	175,000	7,500
14+	200,000	10,000

*Awards as of 12/2020*

### **CERTIFICATES OF APPRECIATION**

VAVS Representatives may wish to prepare certificates of appreciation and present to those individuals or units who dedicate their time and efforts on behalf of the organization.

### **DONATION NEED LIST**

The VA Medical Centers publish a facility wish list for Veteran Service Organizations and donors. State departments, units, and members should work with the facility before making a purchase to ensure that the need has not already been met or if there are specific guidelines when purchasing items for the veteran patients.

### **ITEM VALUE FOR REPORTING PURPOSES**

Actual cost should be used to report the value of items donated in new condition; however, the Table of Values chart in this section may also be used to assess item/project value for reporting

purposes. Examples: Writing materials, refreshments, reading material, personal care items, undergarments, clothing, recreational activities (board games, playing cards, etc.), new clothing items, telephone cards, greeting cards, postage stamps, winter weather supplies, gift cards, comfort items, trachea bibs, slippers, lap robes, wheel chair bags, etc.

### **TABLE OF VALUES**

<b><u>Hygiene Items (New)</u></b>	<b><u>Value</u></b>
Bags, full of toiletry	\$5.00
Brush, Hair	\$3.00
Brush, Tooth (each)	\$1.00
Cap, Shower	\$1.00
Clipper, Finger or Toe	\$2.00
Comb, Hair	\$1.00
Container, Full Size	\$3.00
Container, Travel/Trail	\$1.00
Deodorant	\$2.00
Glasses, Reading (pair)	\$3.00
Paste, Tooth (large)	\$3.00
Paste, Tooth (travel)	\$1.00
Razor (package)	\$8.00
Shampoo and/or Conditioner	\$1.00
Soap, Bar	\$1.00
Tooth, Floss	\$1.00
Vaseline	\$1.00
<b><u>Clothing Items (New)</u></b>	
Bras	\$8.00
Coat	\$50.00
Cover, Stump	\$20.00
Gloves (pair)	\$15.00
Hat, Baseball	\$10.00
Hat, Stocking	\$10.00
Jacket	\$25.00
Pants, Jeans	\$20.00
Shoes, Boots	\$50.00
Shoes, Dress	\$50.00
Shoes, Tennis	\$30.00
Socks (package)	\$10.00
Sweats, Bottom	\$15.00
Sweats, Top	\$15.00
Shirt, Dress or Long Sleeve	\$15.00
T-Shirt	\$5.00
Underwear, Bottom (package)	\$10.00

Underwear, Thermal (pair)	\$20.00
Underwear, Top (package)	\$10.00
<b><u>Blankets(new)</u></b>	
Blanket, Fleece 50"x60"	\$15.00
Blanket, General	\$25.00
Quilt/Robe, Lap (4'x4')	\$35.00
Quilt, Large	\$55.00
Afghan	\$55.00
Covers, Stump	\$25.00
<b><u>Misc. (New)</u></b>	
Book, Puzzle	\$1.00
Card, Calling (minutes)	\$0.10
Card, Gift	Actual
Card, Greeting (each)	\$0.25
Cell Card, Pre-Paid	Value
Cell Phone, Pre-Paid	\$10.00
Handwarmers (package)	\$5.00
Paper, Toilet (roll)	\$1.00
Paper, Towels (roll)	\$1.00
Pass, Bus	Actual
Stamps, Postage	USPS Value
Tent, 2-4 person	\$75.00
<b><u>Food Items</u></b>	
Cereal (per package)	\$3.00
Coffee, Can (large)	\$9.00
Coffee, Can (small)	\$4.00
Food, Bag	\$20.00
Food, Box	\$40.00
Food, Cart	\$150.00
Item, Boxed	\$2.00
Item, Canned	\$1.00
Item, Jarred	\$3.00
Meat (per pound)	\$3.50
Pasta (per package)	\$2.00
Snacks/cookies	\$3.00
<b><u>COVID-19</u></b>	
Face shield, homemade	\$5.00
Face mask, homemade	\$8.00
Surgeon, skull cap, homemade	\$5.00
Fabric, 1 yard	\$6.00
Thread, spool	\$2.00
Nylons/Panty Hose (pair)	\$15.00
Elastic per 100 feet	\$10.00
Pipe Cleaners, 200 pack	\$10.00



