

NATIONAL CONSTITUTION AND BYLAWS,  
STANDARD STATE DEPARTMENT BYLAWS,  
STANDARD LOCAL UNIT BYLAWS  
and RITUALS of the

DISABLED AMERICAN VETERANS  
AUXILIARY

As Amended by Reno, Nevada  
National Convention  
July 14 – 17, 2018

**DISABLED AMERICAN VETERANS AUXILIARY  
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# DISABLED AMERICAN VETERANS AUXILIARY

2018-2019

## NATIONAL OFFICERS

National Commander .....	Ellen L. Timmerman
National Sr. Vice Commander .....	Diane J. Franz
National 1st Jr. Vice Commander .....	Lynn Helms Prosser
National 2nd Jr. Vice Commander .....	Darlene Spence
National 3rd Jr. Vice Commander .....	Julie Weissman-Steinbaugh
National 4th Jr. Vice Commander .....	AnnMarie Hurley
National Judge Advocate.....	Paula Raymond
Immediate Past Commander ....	William "Craig" Johniken

## NATIONAL EXECUTIVE COMMITTEE MEMBERS

NEC 1 <sup>st</sup> District.....	Elizabeth Eldridge
NEC 2 <sup>nd</sup> District.....	Helen Mazza
NEC 3 <sup>rd</sup> District.....	Karen Rediker
NEC 4 <sup>th</sup> District .....	Sarah Kashner
NEC 5 <sup>th</sup> District .....	Loretta Nosko
NEC 6 <sup>th</sup> District .....	Maria Torres
NEC 7 <sup>th</sup> District.....	Delores Roussey
NEC 8 <sup>th</sup> District .....	Carolyn Harris
NEC 9 <sup>th</sup> District.....	JoAnn Atkinson
NEC 10 <sup>th</sup> District.....	Regina Fortner
NEC 11 <sup>th</sup> District.....	Deborah Hall
NEC 12 <sup>th</sup> District .....	Patricia Davis
NEC 13 <sup>th</sup> District .....	April Roush
NEC 14 <sup>th</sup> District .....	Sandra Dobmeier
NEC 15 <sup>th</sup> District.....	Velma Steinman
NEC 16 <sup>th</sup> District .....	Mary Lou Caldwell
NEC 17 <sup>th</sup> District.....	Marilyn Hogue
NEC 18 <sup>th</sup> District.....	Sharon Linton
NEC 19 <sup>th</sup> District.....	Jenny Clark
NEC 20 <sup>th</sup> District .....	Charlene Parker
NEC 21 <sup>st</sup> District.....	Linda Oliver

# DISABLED AMERICAN VETERANS AUXILIARY

## NATIONAL FINANCE COMMITTEE

Ellen Timmerman .....	National Commander
Delores Roussey, Chairman.....	District #7
Elizabeth Eldridge.....	District #1
Carolyn Harris.....	District #8
Regina Fortner.....	District #10

## NATIONAL PROGRAM CHAIRMEN AND APPOINTEES

Americanism.....	Julie Weissman-Steinbaugh
Community Service .....	AnnMarie Hurley
History .....	Jackie Timmerman-Glass
Junior Activities .....	Icilda Marley
Legislative .....	Darlene Spence
Mae Holmes .....	Diane Franz
Membership .....	Lynn Helms Prosser
VAVS Representative .....	Melissa Pierce
VAVS Deputy.....	Victoria Salazar
VAVS Deputy.....	Ann Glende
Education Scholarship Fund Chairman .....	Craig Johniken
Caregiver Initiative Program Chairman.....	Melissa Pierce
Caregiver Initiative Event Coordinator .....	Bunny Clos
National Adjutant .....	Patricia Kemper
Assistant National Adjutant .....	Bunny Clos
National Chaplain .....	Aura-Lee Nicodemus
National Sergeant at Arms .....	Marilyn Hogue

## Mission Statement

*Making a difference in the lives of disabled  
veterans and their families*

# **NATIONAL CONSTITUTION**

## **ARTICLE I - NAME**

**Section 1:** The name of the organization shall be "Disabled American Veterans Auxiliary."

**Section 2:** Whenever used in the Constitution or in the National Bylaws the words: "parent organization" and the initials "D.A.V." are intended to mean the National Organization of the Disabled American Veterans.

## **ARTICLE II - PURPOSE**

**Section 1:** The purpose of the "Disabled American Veterans Auxiliary" shall be to uphold and maintain the Constitution and laws of the United States; to realize the true American ideals and aims for which those eligible for Disabled American Veterans membership fought; to advance the interests and work for the betterment of all wounded, injured, and disabled veterans; to cooperate with all patriotic organizations and public agencies devoted to the cause of improving and advancing the condition, health and interest of wounded, injured or disabled veterans and their families; to stimulate a feeling of mutual devotion, helpfulness and comradeship among all members and to encourage in all people that spirit of understanding which will guard against future wars.

## **ARTICLE III - ELIGIBILITY FOR MEMBERSHIP**

**Section 1:** Any person who is eligible for membership in the Disabled American Veter-

ans is also eligible for membership in the Disabled American Veterans Auxiliary.

**Section 2:** 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 3:** 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 4:** 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 5:** 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 6:** The family and extended family of Auxiliary members who are not otherwise eligible for membership are eligible for member-



ship in the Disabled American Veterans Auxiliary.

**Section 7:** 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.

#### **ARTICLE IV - ADMINISTRATION**

**Section 1:** The Disabled American Veterans Auxiliary is organized under the provisions of Article VIII of the National Constitution of the Disabled American Veterans and is subject to its supervision and recommendations.

**Section 2:** The Disabled American Veterans Auxiliary shall be governed by the Auxiliary Constitution and Bylaws.

**Section 3:** The Disabled American Veterans Auxiliary is organized to include the National Executive Committee, State Departments and Local Units.

**Section 4:** The administrative affairs of this organization shall be vested in a National Executive Committee, to be composed of the National Commander, Immediate Past National Commander, National Senior and Junior Vice Commanders, and one National Executive Committee Member from each National District.

**Section 5:** Each National Convention shall elect a National Commander, a National Senior Vice Commander, four National Junior Vice Commanders, and a National Judge Advocate.

## **ARTICLE V - AMENDMENTS OF CONSTITUTION**

**Section 1:** This Constitution may be amended at any National Convention of the Auxiliary by a majority of the votes cast by the accredited delegates, if and when three-fourths of the auxiliary units then in existence and in good standing, shall have ratified the proposed amendments, which ratifications must take place prior to the next National Convention.

# **NATIONAL BYLAWS**

## **ARTICLE I - NATIONAL CONVENTION**

### **Section 1: Governing Bodies**

The governing bodies of the Disabled American Veterans Auxiliary shall be the National Convention, the National Executive Committee, and the Delegates of the State Departments and Units.

The National Executive Committee of the Disabled American Veterans Auxiliary shall have the authority to approve minutes of all National Conventions of the Disabled American Veterans Auxiliary.

### **Section 2: Supreme Power**

The supreme power of the Organization is vested in a National Convention to be held annually at a time and place selected in a manner provided by each National Convention of the Disabled American Veterans.

The National Commander and National Adjutant shall provide the call for each annual convention, credentials and all matters pertaining to the National Convention not specifically covered by the National Constitution and By-laws and Convention Rules.

### **Section 3: Composition**

The National Convention shall be composed of the elected national officers, the past national commanders and the delegates representing the state departments and units of the organization.

## Section 4: Delegates

Each elected national officer and each past national commander shall be entitled to one vote in the convention.

Each state department shall be entitled to one **elected** delegate and one **elected** alternate. Each unit shall be entitled to one delegate and one alternate for its charter, and one delegate and one alternate for each twenty-five life members or major fraction thereof whose unit strength has been verified by national headquarters.

Each unit delegation shall elect a chairman who votes the total unit strength. When a poll of any delegation is demanded by a delegate entitled to vote, the chairman shall poll the delegation without discussion or debate.

A delegate to a National Convention shall not be allowed to vote until properly registered, dues paid for the convention year, and is not indebted to the Organization. A member shall not cast a vote in the National Convention in more than one representative capacity, or be registered as a delegate from more than one unit. In the absence of any delegate, their vote shall be cast by an elected and properly registered alternate of that Unit/State.

Local Units and State Departments must be in good standing with the National Organization for their delegates to vote at National Convention.

## **Section 5: Official Rules of the National Convention**

The following Rules of the Convention shall be adopted and may be amended by a majority vote at the first business session of National Convention regardless of anything contained in Article XVI, Section 1 of these Bylaws.

- Rule 1: Robert's Rules of Order Newly Revised shall govern except as hereinafter specifically stated.
- Rule 2: Voting shall be viva voce, except when a roll call is demanded by the chair, or by at least five (5) state department delegates from five (5) separate national districts.
- Rule 3: For the purpose of recognition, a delegate to the Convention must (1) stand, (2) address the Chair, (3) state name, unit or state department or title, and (4) proceed to speak only after recognition by the Chair.
- Rule 4: Debate shall be limited to five (5) minutes for each speaker, except by two-thirds consent.
- Rule 5: Not more than two representatives from any one delegation shall be permitted to discuss any one subject, except by two-thirds consent.

Rule 6: Recognition shall be granted only once to any one speaker on any one subject. A rebuttal of not more than three (3) minutes may be permitted. Additional recognition may be granted by two-thirds consent.

Rule 7: All proposed Constitution and Bylaw amendments shall be sent to the National Adjutant no later than ten (10) days prior to the National Convention. The amendment(s) shall be signed by the sponsor.

Rule 8: The National Adjutant shall deliver all properly prepared resolutions to the appropriate Convention Committee. Convention Committees shall accept for consideration only such resolutions as have been properly received through the office of the National Adjutant. It is further provided, however, that no Convention Committee may give consideration to any resolution the subject of which does not pertain to the duties and functions of the particular Committee of the Convention. Any Convention Committee may originate such resolutions which pertain to the subject with which they are charged.

- Rule 9: No resolution can be discussed by the Convention until the same has been reported by a Convention Committee, except by unanimous consent. Resolutions referred to, but not favorably reported by such committee, are in order and may be called up for consideration by proponents at the time a motion to discharge said committee is in order but before such motion to discharge said committee is considered.
- Rule 10: An appointed Credentials Committee shall determine the eligibility of all persons seated and voting in the National Convention and shall specifically notify the Convention and the delegates as to the number of votes to which each delegation shall be entitled. Verification by this Committee shall automatically entitle delegates to vote except on challenge supported by vote of already accredited delegates and persons entitled to vote.
- Rule 11: Floor privileges including ingress and egress are extended to all duly qualified Delegates and Alternates at all times on the convention floor. Floor privileges will be extended to all other persons designated by the National

Commander or the National Adjutant.

- Rule 12: No persons shall participate directly or indirectly in a vote on any subject except fully accredited Delegates, or Alternates acting as Delegates, who have registered and paid the registration fee.
- Rule 13: There shall be no form of unit rule at a Convention. Should any delegation be entitled to cast more votes than the number of delegates present, the votes of the absent delegates shall be cast in the same proportion as the votes of those present.
- Rule 14: Nominations of National Officers shall be made by the Committee on Nominations of National Officers and from the floor of the Convention. **Should a seconding speech be given for a candidate, it shall not exceed three minutes.**
- Rule 15: The election of National Officers shall be by viva voce when there is no contest. In the event a roll call is required, it shall be in alphabetical order, by state, followed by units in numerical order within the state.



- Rule 16: In the event two or more candidates are nominated for any one office, roll call(s) shall continue until completed. The candidate receiving a majority of the roll call votes shall be elected.
- Rule 17: In the event of a roll call vote, the tellers appointed by the National Commander will report the result of the vote to the National Commander who will then announce the result of the roll call vote to the Convention.
- Rule 18: Discussion of personal grievances, local conditions, or claims concerning one individual only with respect to their personal interest, shall not be in order before the convention, but may be discussed before a committee of the convention with the approval of the respective committee.
- Rule 19: In conformity with the National Bylaws, the National Officers shall serve as the Officers of the Convention. The National Adjutant shall serve as the Adjutant and Secretary of the Convention.
- Rule 20: Any person who has talked for or against any motion, resolution, or report on the Convention floor shall not be permitted to make a motion to table any such motion, resolution, or report.

Rule 21: Prior to the first day of the Convention each District shall caucus to elect or appoint a representative to serve on the Standing Committees of the Convention. They shall meet at the call of the Convention, the Chairman of the Committee, or the Committee Advisor.

Each Committee Chairman shall report the conclusions of their Committee in writing to the National Adjutant. Each Committee Chairman shall present a report of their Committee to the Convention when called upon to do so by the Chair. The report shall be signed by a majority of the members of the Committee.

Each National Chairman shall serve as advisor to their respective committee. Other committee advisors shall be assigned by the National Commander. Each advisor shall attend the meetings of their committee and enter into committee discussions without the privilege of voting.

A. The following committees are elected committees:

1. **Committee on Constitution and Bylaws:** This Committee shall give consideration to those resolutions which pertain to proposed amendments to the National Constitution and Bylaws, the Standard State Department Bylaws, the Standard Local Unit Bylaws, and the Official Ritual.

The committee will present their recommendations to the convention delegates.

- 2. Committee on Nomination of National Officers:** This Committee shall consider and present to the National Convention a slate of candidates which it shall nominate as National Officers.

B. The following Committees are appointed:

**Committees on Americanism, Community Service, Junior Activities, Legislation, Mae Holmes Outstanding Unit Award and VAVS:** These committees shall consider all matters relating to their programs and shall designate the winner(s) of their respective awards.

## **ARTICLE II - NATIONAL OFFICERS**

### **Section 1: Elected National Officers**

The National Convention shall elect a National Commander, a National Senior Vice Commander, a National First Junior Vice Commander, a National Second Junior Vice Commander, a National Third Junior Vice Commander, a National Fourth Junior Vice Commander, and a National Judge Advocate. Not more than one Vice Commander shall be elected from any one State or Territory.

## **Section 2: Appointed National Officers**

The National Commander, with the consent of the National Executive Committee, shall appoint a National Adjutant, a recommended National Assistant Adjutant(s), a National Chaplain and a National Sergeant at Arms.

## **Section 3: Eligibility for National Office**

Only members in good standing in a Chartered Unit for the past twelve (12) months shall be eligible to serve as an elected or appointed National Officer, National Executive Committee Member and Alternate, National Chairman, and National VAVS Representative and Deputy(s).

A member shall not be eligible for election as National Commander who has not served as an elected National Officer or a National Executive Committee Member.

Elected National Officers, the Immediate Past National Commander, and National Executive Committee Members shall not be eligible to serve simultaneously as the Commander of any State Department.

## **ARTICLE III - DUTIES OF NATIONAL OFFICERS**

### **Section 1: National Commander**

The executive power of this organization shall be vested in the National Commander.

The National Commander, in addition to other duties or powers set forth in the Auxiliary National Constitution and Bylaws, shall be the presiding officer of the National Convention and the National Executive Committee meet-

ings and shall appoint such committees as may be authorized by the National Convention, or the National Executive Committee. Additional appointments may be made when deemed necessary.

The National Commander shall appoint a National History Chairman, National Junior Activities Chairman, National VAVS Representative, two (2) National Deputy VAVS Representatives, and a National Interim Constitution and Bylaws Committee.

All appointments of the National Commander must be approved by the National Executive Committee.

## **Section 2: National Vice Commanders**

The National Senior Vice Commander shall be responsible for the Mae Holmes program and shall serve on the National Auxiliary Education Scholarship Fund Committee and preside in the absence of the National Commander.

The National Senior Vice Commander shall be invited to attend meetings of the National Finance Committee and the National Interim Constitution and Bylaws Committee, without voice or vote, in order to gain knowledge of the work involved on these National Committees.

The National First Junior Vice Commander shall be responsible for the National Membership program.

The National Second Junior Vice Commander shall be responsible for the National Legislative program.

The National Third Junior Vice Commander shall be responsible for the National Americanism program.

The National Fourth Junior Vice Commander shall be responsible for the National Community Service program.

### **Section 3: National Judge Advocate**

The National Judge Advocate shall be the legal advisor of this Organization and shall, upon request of the National Commander, render an opinion on all questions arising in the National Organization, and on intraunit, and intradepartmental disputes.

The National Judge Advocate shall review all **supplements to state bylaws and/or amendments to state standing rules** and shall advise each state department as to any discrepancies prior to the upcoming national convention.

The National Judge Advocate shall render an opinion on questions of parliamentary procedure at all sessions of the National Convention and National Executive Committee meetings upon request of the National Commander.

### **Section 4: National Adjutant**

The National Adjutant shall be the Executive Director of the business and administrative affairs of this Organization. The National Adjutant shall also be the Secretary and attend the

meetings of the National Executive Committee and the National Finance Committee, but shall have no vote thereat.

The National Adjutant shall be subject to, shall comply with and shall obey all decisions, resolutions and mandates of each National Convention, National Executive Committee and National Finance Committee. The National Adjutant shall send copies of the minutes of each meeting of the National Executive Committee and National Finance Committee to each member of these committees. Failure to comply with these provisions by the National Adjutant shall be cause for dismissal.

The National Adjutant shall recommend to the National Commander, a National Assistant Adjutant(s) whose appointment(s) must be approved by the National Executive Committee. The National Adjutant may employ additional personnel as may be deemed necessary to conduct the business affairs of the office and shall determine the salary of all personnel with the consent of the National Finance Committee.

The **National Auxiliary Service/Support Fund** shall be administered through the Auxiliary National Headquarters under the direction of the National Adjutant.

### **Section 5: National Chaplain**

The National Chaplain shall serve the organization 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.

## **Section 6: National Sergeant at Arms**

The National Sergeant at Arms shall tend strictly to the preservation of order on the floor of the National Convention and shall perform such other duties as may be required.

## **ARTICLE IV - TENURE OF OFFICE**

### **Section 1: Elected National Officers**

An elected National Commander of the Disabled American Veterans Auxiliary shall not serve more than one term.

Each elected National Officer shall serve until the adjournment of the succeeding National Convention or thereafter until a successor is installed.

In case of the removal of the National Commander from office due to death, resignation or inability to discharge the duties of office, the same shall devolve upon the Senior Vice Commander. In the case of the removal, death, resignation, or inability of both the Commander and the Senior Vice Commander, the duties of the office shall devolve upon the office of the First Junior Vice Commander. If further vacancies occur, the duties shall devolve upon the remaining Vice Commanders in order of their rank.

In the case of the removal of the National Fourth Junior Vice Commander, the National Chaplain, or the National Judge Advocate, or of their death, resignation, or inability to dis-



charge the duties of their office, the National Commander shall, with the concurrence by majority vote of the National Executive Committee, appoint a successor to fill these vacancies.

## **Section 2: National Appointments**

Each National appointee shall serve at the pleasure of the appointing power immediately following approval of such appointment by the National Executive Committee and provided that no term of office shall exceed that of the appointing power.

## **Section 3: Duties of Office**

Elected national officers and national appointees shall comply with the duties of their office and all decisions and/or directives of the national commander and/or national executive committee. Failure to comply shall be cause for dismissal.

# **ARTICLE V - NATIONAL COMMITTEES AND CHAIRMEN**

## **Section 1: National Executive Committee**

The National Executive Committee shall be composed of the National Commander, Senior Vice Commander, each of the Junior Vice Commanders, the Immediate Past National Commander, and the Executive Committee Member (or Alternate) from each District. A majority of all eligible voting members of the National Executive Committee shall constitute a quorum.

The National Executive Committee Members and Alternates from the odd-numbered

Districts shall be elected for a term of two (2) years in the odd-numbered years. From the even-numbered Districts, the National Executive Committee Members and Alternates shall be elected for a two-year term in the even-numbered years. Such elections shall be held at the National Conventions by the respective Districts. Said National Executive Committee Members and Alternates must be in attendance in order to be elected.

A National Executive Committee Member and Alternate National Executive Committee Member shall serve a two (2) year term to which they have been elected or until their removal, death, resignation, or inability to discharge the duties of office.

Elected National Executive Committee members or Alternate National Executive Committee members shall not be eligible to serve simultaneously as the Immediate Past National Commander or as State Commander.

In the event of the removal of a National Executive Committee Member from office due to death, resignation, or inability to discharge the duties of the office, the same shall devolve upon the Alternate National Executive Committee Member. In the event of the removal, death, resignation, or inability of both the Committee Member and Alternate, the National Auxiliary Commander shall, with the concurrence of the majority of the Units in the District, appoint a National Executive Committee Member and Alternate to serve the unexpired term.

All legislative, administrative, and executive matters not otherwise specifically covered by the provisions of the Constitution, Bylaws, and Policies of the Organization or by an enactment of the National Convention shall be determined by the National Executive Committee.

Business of the organization requiring consideration of the National Executive Committee between designated meetings shall be transacted through the office of the National Adjutant by means of written ballots. A majority of replies to the written ballots received by the designated date shall constitute the decision of said committee.

The National Executive Committee shall meet at the call of the National Commander. The National Executive Committee shall also meet upon the written request of seven or more of its members stating the purpose for a meeting.

Any member of the Disabled American Veterans Auxiliary in good standing may attend meetings of the National Executive Committee. The right to attend such meetings shall be without the right of vote or voice and without cost to the National Organization.

The National Executive Committee may declare itself in executive session. Only members of the National Executive Committee and those who are invited shall attend.

The following National Districts are established as identical districts with those of the Disabled American Veterans.

District #1	Massachusetts
District #2	New York
District #3	Maine, New Hampshire, Rhode Island and Vermont
District #4	Connecticut, Delaware and New Jersey
District #5	Pennsylvania
District #6	District of Columbia, Maryland, Virginia, West Virginia and Puerto Rico
District #7	Florida
District #8	Alabama, Louisiana, Mississippi and Tennessee
District #9	Georgia, North Carolina and South Carolina
District #10	Michigan
District #11	Ohio
District #12	Illinois and Wisconsin
District #13	Indiana and Kentucky
District #14	Minnesota, Montana, North Dakota and South Dakota
District #15	Iowa, Kansas, Missouri and Nebraska
District #16	California
District #17	Colorado, New Mexico, Utah and Wyoming
District #18	Arizona, Hawaii and Nevada
District #19	Alaska, Idaho, Oregon and Washington
District #20	Texas
District #21	Arkansas and Oklahoma

National Districts shall not exercise the powers of a governing body or conduct any fund raising activity.

## **Section 2: National Auxiliary Education Scholarship Fund**

The National Auxiliary Education Scholarship Fund shall be administered through the Auxiliary National Headquarters.

The National Auxiliary Education Scholarship Fund Committee shall be a revolving committee composed of the National Senior Vice Commander, the National Commander, and the Immediate Past National Commander. The Immediate Past National Commander shall serve as the Chairman of the National Auxiliary Education Scholarship Fund Committee.

The National Auxiliary Education Scholarship Fund Chairman shall direct the activities of the Scholarship Fund Committee and submit the committee's report to the National Convention.

The administration of the previous National Education Loan Fund shall be through Auxiliary National Headquarters until all loans are cleared.

## **Section 3: National Finance Committee**

The National Finance Committee, composed of the National Commander and four (4) National Executive Committee Members, shall supervise all revenue and expenditures of the National Organization and shall control all matters pertaining to the finances of the organization.

The National Executive Committee shall elect to the Finance Committee two (2) National Executive Committee Members from the even-numbered Districts in the even-numbered years and two (2) National Executive Committee Members from the odd-numbered Districts in the odd-numbered years for a two-year term. The National Commander shall appoint a member of the National Executive Committee to fill any vacancy.

All paid employees shall be ineligible for election to the National Finance Committee.

The National Adjutant's salary shall be determined by the Finance Committee.

The Auxiliary shall operate under a budget which shall be prepared by the National Finance Committee prior to National Convention. This budget shall be submitted to the Convention for adoption.

#### **Section 4: National VAVS Representative**

The National VAVS Representative shall recommend to the National Commander a National Deputy VAVS Representative, whose appointment must be approved by the National Executive Committee, and shall act as advisor in matters pertaining to and relating to the VAVS Program.

In addition, an employee of the Auxiliary National Headquarters shall be appointed as a second National Deputy VAVS Representative.

## **Section 5: National Chairmen**

Each National Chairman shall be responsible for their respective program at the National Fall Conference and throughout their term of office. They shall submit a year-end report and also serve as advisor to their National Convention Committee.

## **Section 6: National Interim Constitution and Bylaws Committee**

The National Interim Constitution and Bylaws Chairman may recommend to the National Commander two (2) members to serve on the committee whose appointments must be approved by the National Executive Committee.

All proposed Constitution and Bylaw amendments shall be sent to the National Adjutant no later than ten (10) days prior to the National Convention. The amendment(s) shall be signed by the sponsor.

The National Interim Committee shall review all proposed amendments and advise the National Adjutant of their recommendation. In addition, the Committee shall review the National Bylaws, Standard State Department Bylaws, Standard Local Unit Bylaws and Official Ritual and recommend proposed amendments to update said bylaws.

Each Member of the committee should attempt to be the elected member from their respective district to serve on the National Convention Constitution and Bylaws Committee.

## **Section 7: Disabled American Veterans Auxiliary Outstanding Member of the Year Committee**

The Disabled American Veterans Auxiliary Outstanding Member of the Year Committee shall be a revolving committee composed of the Immediate Past National Commander and the two (2) preceding Past National Commanders. They shall select a member who exemplifies distinguished dedication and remarkable accomplishments through the years for the DAV Auxiliary. This award may be presented at a national convention.

## **ARTICLE VI - NATIONAL EMPLOYEES**

### **Section 1: Employment Policy**

The National Disabled American Veterans Auxiliary employment policy is included in Article 12, Section 12.1 of the Disabled American Veterans Bylaws.

## **ARTICLE VII - MEMBERSHIP**

### **Section 1: Definitions**

- A. A **member in good standing** is one whose dues are sufficient to make the annual distribution and not indebted to the organization.
- B. An **active member** is one in good standing who also participates in the activities of the Disabled American Veterans Auxiliary.
- C. A member is **delinquent** when funds are insufficient to make the annual distribution.



## **Section 2: Membership Basic Rights and Privileges**

No member of the Disabled American Veterans Auxiliary shall be expelled or limited within any of the rights and privileges of membership except as specified in the Constitution, ARTICLE III – ELIGIBILITY FOR MEMBERSHIP, Section 7; ARTICLE VII - MEMBERSHIP, Section 6-D, paragraph 3; and ARTICLE XII of these Bylaws.

## **Section 3: Membership Applications**

All applications for membership shall be on printed form, online or verbally through Auxiliary National Headquarters.

## **Section 4: Replacing Membership Cards**

A membership card, which is lost, stolen or destroyed will be replaced by National Headquarters upon request.

## **Section 5: Dues Not Refundable**

Any member upon resigning from membership shall not be entitled to receive a refund of any dues paid.

## **Section 6: Membership Classification**

Membership classifications are as follows:

### **A. LIFE MEMBERSHIP**

Any person 18 years of age or older, having met the requirements of membership, shall become a Life Member

A Life Member shall have all the benefits and privileges of Unit, State and National membership so long as they may live without further payment of tax, dues or assessments whatsoever. (Subject to provisions of Article XII of the National Bylaws.)

A Life Membership may be secured on a payment plan, having three full membership years to complete payments after the first payment has been received. If not paid in full at the end of the prescribed time, the membership shall continue only as long as there are sufficient funds to make annual distributions.

Life Membership fees shall be as follows: Age 18-30, \$250.00; 31-45, \$230.00; 46-60, \$200.00; 61-70, \$180.00; 71-79, \$140.00; 80 or over, Complimentary. Minimum down payment is \$20. Birth date must be indicated on the membership application.

Notwithstanding anything in this Article to the contrary, upon attaining the age of 80 no person eligible for membership shall be required to pay either initial dues or the balance due of existing account, and shall be immediately declared a member for life in the Disabled American Veterans Auxiliary.

All Life Membership funds shall be deposited in a Life Membership account. These funds shall be withdrawn only as required to distribute per capita tax to

Unit, State and National or for investment purposes.

Annual distributions shall be made from the Life Membership Fund during the lifetime of a member: \$.50 to the Unit; \$.50 to the State Department; and \$4.00 to National Headquarters. If it is determined, however, by the National Finance Committee that such payments are not on a sound actuarial basis, based upon an internal audit, the above payment may be reduced.

## **B. MEMBERS-AT-LARGE**

**National Members-At-Large:** Provision is hereby made for membership-at-large. Life membership fees shall be as provided in Article VII, Section 6, "A." At-large membership shall not count in any state or unit. At-large members shall not have a vote at National Convention, or hold a National elected or appointed Office or Chairmanship, or be certified as a VAVS Representative or Deputy.

**State Members-At-Large:** Provision is hereby made for each State Auxiliary-At-Large using the State DAV Chapter-At-Large name and number. Life membership fees shall be as provided under Article VII, Section 6, Paragraph "A." At-Large membership shall be included in the State Department total; however, At-Large members shall not have a vote at a State Convention nor hold a State elected or appointed Office or Chairmanship,

or be recommended as a VAVS Representative or Deputy Representative.

### **C. JUNIOR MEMBERSHIP**

Provision is hereby made for Junior Membership to be composed of eligible children 17 years of age or under.

New Junior and Junior Life membership applications shall be processed upon receipt at national headquarters **only if a date of birth is provided.**

Effective July 1, 2015, Junior membership requires no payment of annual dues and shall be considered complimentary until the member attains age 18 at which time the membership will convert to a part-life membership and billings shall commence.

Effective July 1, 2015, a Junior Life membership may be secured on a payment plan through age 18 at which time if said life membership is not paid in full, the membership shall continue only as long as there are sufficient funds to make annual distribution. Said life membership fee shall be equivalent to the current life membership at age 18. The minimum down payment to start the life membership is \$20.

Junior members shall not have the privilege of voting, but may hold any appointive office in the unit with the exception of Adjutant. Junior members shall be counted on the membership standing of

units. There shall be no refund of Junior membership dues.

Junior members may be kept in a separate group to carry out the work designated to them by the unit or such work as may have the approval of the unit. Junior members shall have a life member as chairman appointed by the Unit Commander.

Junior groups of ten (10) or more members may be granted a Junior Charter upon application to National Headquarters.

#### **D. DUAL OR MULTIPLE MEMBERSHIPS**

A member shall not hold membership simultaneously in more than one unit within the District of Columbia or within the **same** state or territory, unless such Auxiliary unit is affiliated with the Blind Veterans National Chapter or any chapter composed exclusively of blind veterans, paraplegic veterans, or amputation veterans.

**Members shall not vote or hold an office, chairmanship, or serve on a committee in a Unit and/or State Department in more than one state.**

A member, while holding membership simultaneously in the Auxiliary and the parent organization, shall not have the right to hold an office in the Auxiliary, make or speak on a motion, or vote while holding an office (elective or appointive)

and/or chairmanship in the Disabled American Veterans.

## **E. TRANSFERS**

Life members in good standing and junior members of one Auxiliary Unit may secure a transfer of membership to another Unit. The receiving Unit shall notify National Headquarters of its approval of the transfer whereupon the National Organization shall notify both Units and the State Department that the transfer has been processed.

Nonacceptance of 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 a transfer request.

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

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

## **F. MERGER**

### **1. Types of Mergers**

#### **a. Chapter and Unit Mergers**

Should chapters vote for a merger, and it is approved by the national parent or-

ganization, the auxiliary units affiliated with the chapters shall also merge.

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. The auxiliary will be issued a new charter under the name and number of the receiving chapter. The charter shall include the names of all members in good standing of the former unit.

## **b. Unit Mergers**

An auxiliary, upon approval of its unit membership at a regular business meeting, may request a merger with another auxiliary. 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.

Merged units may not be reactivated. A new unit associated with the chapter

may be chartered provided the charter application requirements are met.

The procedure for a unit merger is as follows:

- (1) The merging 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, in writing, of their decision.
- (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.
- (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.
- (7) 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.

## **2. Process of Mergers**

Once 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.

## **ARTICLE VIII - FINANCES**

### **Section 1: Source of Revenue**

The revenue of the Disabled American Veterans Auxiliary shall be derived from sources approved by a majority of the National Executive Committee, or as determined in convention.

## **Section 2: Per Capita Tax**

The National per capita tax for life members is \$4.00.

## **Section 3: National Mandates**

Each membership year national headquarters shall withhold the sum of twenty-five dollars (\$25.00) from each unit's per capita distribution to cover the following national mandates: National Auxiliary Education Scholarship Fund (\$6.50), National Auxiliary Service/Support Fund (\$6.00), and convention expenses (\$12.50). The mandate must be paid in order for the unit to be eligible to vote at a national Auxiliary convention.

Each membership year national headquarters shall withhold the sum of fifty dollars (\$50.00) from each department's per capita distribution for Convention expenses. The mandate must be paid in order for the state department to be eligible to vote at a national convention.

## **Section 4: Fidelity Bond**

It will be the responsibility of each unit and state department to obtain their own fidelity bond coverage for all persons having custody of funds of this Organization.

# **ARTICLE IX - STATE DEPARTMENTS**

## **Section 1: Composition**

The Disabled American Veterans Auxiliary for the purpose of administration may be divided into State Departments.

Each State Department shall be the authorized governing body of Auxiliary units operating within the boundary lines of that State.

Each chartered Auxiliary unit shall affiliate with the State Department within which it is organized, and shall have all rights and privileges equal to all other chartered units within that State.

Each State Department shall have a State Auxiliary-At-Large, using the State D.A.V. Chapter At-Large name and number.

## **Section 2: State Department Charter**

A State Department Charter may be granted upon application to National Headquarters following a majority vote of local units in good standing within a State where there is a minimum of one hundred fifty (150) members.

An application for a State Department Charter must be accompanied by a fifty dollar (\$50.00) national charter fee, applicable IRS fee(s), and ten dollars (\$10.00) per unit signing the application. Such application shall be approved by the State Executive Committee of the Disabled American Veterans.

## **Section 3: Governing Powers**

The governing body of the State Department shall be the State Convention. Business of the organization requiring consideration between conventions shall be transacted by the State Executive Committee.

## **Section 4: State Conventions**

Each State Department shall hold an annual convention at a time and place selected by its respective Disabled American Veterans State Department. Said convention shall operate under Convention Rules provided by each State Department.

## **Section 5: Standard State Department Bylaws**

Each state department shall be governed by the Standard State Department Bylaws as provided in the National Constitution and Bylaws of the Disabled American Veterans Auxiliary. Such bylaws shall not prohibit a state department from designating the number of state junior vice commanders, appointed state officers/committees, and the state per capita on junior memberships and/or state mandates.

## **Section 6: Standing Rules**

Standing Rules shall be adopted by each State Department. Such rules will relate to the details of the State Department and shall not conflict with the National Constitution and Bylaws and the Standard State Bylaws

Standing Rules shall be adopted by a majority vote at the State Convention.

## **Section 7: Supplement to State Bylaws**

Supplement to State Bylaws shall be adopted by a majority vote of the delegates at each state convention. Such supplement shall not conflict with the National Constitution and Bylaws, the Standard State Department Bylaws, and the State Standing Rules.

## **Section 8: State Officers**

Each State Department shall elect State Officers and appoint such officers as provided in the Standard State Bylaws and State Standing Rules.

## **Section 9: Districts, Regions, Zones of State Departments**

In states where districts, regions, zones or areas of the Disabled American Veterans are established, the Auxiliary may establish similar districts, regions, zones or areas.

No district, region, zone or area shall exercise the power of a governing body or conduct any fund raising activity.

They shall operate under rules adopted by their state department, provided such rules are consistent with the Standard State Department Bylaws, and the National Constitution and Bylaws of the Auxiliary.

## **ARTICLE X - LOCAL UNITS**

**Section 1:** Each Auxiliary Unit shall be chartered by the National Department, Disabled American Veterans Auxiliary, and shall adopt the name or title of the Chapter of the Disabled American Veterans to which it is an Auxiliary.

All applications for Charter shall be made directly to National Headquarters. Applications shall be accompanied with the national charter fee of twenty-five dollars (\$25.00), applicable IRS fee(s), and the entire amount of dues for each member.

At least ten (10) new life memberships must accompany each charter application. Upon

request, national and/or state at-large memberships may be considered as new life members in the formation of a new charter. Transfer and Junior memberships may be added after the ten new life memberships.

**Section 2:** New Units shall be exempt from payment of all National and State mandates for the membership year in which the Unit is formed. Quota Units, formed in the last quarter of one membership year, shall be exempt from payment of all National and State mandates for the balance of the membership year in which the Unit is formed, and for the following membership year.

Units reactivated during the 18 month period that the charter is held by National Headquarters shall be exempt from payment of all National and State mandates for the balance of the membership year during which the charter is reissued.

**Section 3:** An active chartered Unit is one:

- A. which has ten (10) or more paid life members.
- B. which holds **at least** four (4) business meetings per year.
- C. which conducts an annual election for Unit officers.
- D. which files an officer's report form with State and National Headquarters within ten (10) days following the annual installation of officers.

E. which files annually a financial report with State and National Headquarters no later than September 30.

**Section 4:** An inactive chartered Unit is one which does not meet the requirements set forth in Section 3 and is subject to having its Charter revoked.

**Section 5:** A chartered Unit must be in good standing with National mandates paid and a copy of their Financial Report filed with National Headquarters before delegates may vote at National Convention.

**Section 6:** A chartered Unit must be in good standing with State mandates (if any) paid, and a copy of their Financial Report filed with State before delegates may vote at State Convention.

**Section 7:** All local units shall be governed by the Standard Local Unit Bylaws as found in this book.

**Section 8:** National Auxiliary Headquarters shall charge a fee of ten dollars (\$10.00) to issue a duplicate charter.

## **ARTICLE XI - PROBATION, SUSPENSION AND REVOCATION OF CHARTERS**

### **Section 1: Probation**

The Auxiliary National Commander may, for cause, place on probation any State Department or Unit.

Upon probation of a State Department or a Unit, said body(s) shall continue to operate as a State Department or Unit in accordance with

directives provided by the Auxiliary National Commander.

## **Section 2: Suspension**

The Auxiliary National Commander may suspend the charter of any State Department or Unit pending the action of the DAV Auxiliary National Executive Committee.

Upon suspension of a State Department or a local Unit, no meetings shall be held in the name of the State Department or Unit except for the sole purpose of discussion of the cause, effect or removal of the penalty. No funds of the State Department or Unit shall be expended or obligations incurred during and while the order of suspension is in force and effect.

## **Section 3: Revocation**

Unit or State Department Charters may be revoked by the Auxiliary National Commander with the approval of the DAV Auxiliary National Executive Committee.

Upon revocation of a local Unit Charter or a local Unit becoming inactive, the Charter shall revert to National Headquarters. All other property, money and effects of the Unit shall revert to the Auxiliary State Department to be held in trust for a period of 18 months. In the event the Unit Charter is not reissued within a period of the 18 months, said property shall become the absolute property of the Auxiliary State Department.

A member of a revoked unit shall be transferred into the state at-large. **Upon request,**



they may transfer their membership to a chartered unit or remain a member at-large.

Upon revocation of an Auxiliary State Department Charter, or the Charter of a local Unit where there is no Auxiliary State Department, the Charter and all property, money and effects shall revert to Auxiliary National Headquarters to be held in trust for a period of 18 months. In the event the Charter of the Auxiliary State Department or local Unit is not reissued within a period of 18 months, said property shall become the absolute property of the Auxiliary National Headquarters.

Upon revocation of a DAV chapter, the Auxiliary may retain its charter upon the approval of the unit membership.

**No DAV Chapter shall have the authority to place on probation, or to suspend or revoke the charter of any Auxiliary Unit.**

## **ARTICLE XII – DISCIPLINARY ACTIONS**

### **Section 1: Offenses and Recommended Penalties**

The State Commander may recommend to the State Executive Committee that it suspend, transfer, or expel a member for:

- a. violation of the Constitution or Bylaws of the National Organization, or of the State Department Bylaws or State Standing Rules, or of the Local Unit Bylaws;
- b. refusal to comply with the lawful order of the National Convention, the National Executive Committee, the National

Commander, the State Commander or the State Executive Committee;

- c. conduct not conducive to the best interests of the Organization, or contrary to the maintenance of proper order and decorum within the Organization.

## **Section 2: Notice and Hearing**

A member may be subjected to the penalties assessable under this Article only after notice and hearings as follows:

- a. Violation(s) by a unit member(s) shall be addressed by the unit. Unresolved matters shall be referred to the state department.
- b. When needed, the State Commander shall appoint an investigative committee of three (3) to perform a thorough examination of the violation(s).
- c. The State Department shall notify the member(s) by Certified Mail, Return Receipt Requested, of the specific violation(s) with which they are being charged. All concerned parties shall be notified of the date, time and place of the investigative meeting.
- d. If unresolved, the following steps shall be taken:
  1. The State Department shall notify the member(s) by Certified Mail, Return Receipt Requested, of the specific violation(s) with which they are being charged.

2. The State Commander shall set a date, time and place for a hearing before the State Executive Committee. The hearing shall be conducted in a way designed to ensure that the accused member(s) has the opportunity to understand the charges and the evidence and to offer any rebuttal.
  3. The decision of the State Executive Committee affirming, modifying or rejecting the recommendation of the State Commander is subject to the approval of the National Commander.
  4. The State Department hearing must be transcribed by a certified court reporter with a copy of all evidentiary materials appended to the transcript. The State Department is responsible for payment of the reporter and for providing a free copy of the transcript to the appellant. All other expenses of the appellant arising in connection with the disciplinary proceedings are the responsibility of the appellant.
- e. Notwithstanding any other provision of these Bylaws and pending completion of an investigation or hearing, the National Commander may temporarily suspend a member if in his or her sole discretion he or she determines that a suspension is in the best interests of the organization and shall be effective immediately.

### **Section 3: Definitions of Penalties**

The penalties imposed under this Article are defined as follows:

- a. Suspension shall remove the member from membership and/or from any office held for not more than one year.
- b. Transfer shall be the permanent transfer of membership to the State or National At-Large Unit.
- c. Expulsion shall permanently remove the member from membership.
- d. Penalties imposed on a member under this Article shall apply to all memberships wherever held. In addition, penalties of suspension, transfer and/or expulsion imposed by DAV under Article 16 of its National Bylaws shall be given identical effect by the Auxiliary to those who hold dual DAV and DAV Auxiliary memberships. This provision shall apply to all DAV penalties in effect or imposed on or after August 13, 2006.

### **Section 4: Appeal**

The decision and penalty imposed shall be final unless the penalty determined by the State Executive Committee and approved by the National Commander is expulsion. Expulsion shall be final unless a written notice of appeal to the National Executive Committee stating the grounds therefore is filed by Certified Mail, Return Receipt Requested with the National Adjutant within thirty days after mail-

ing notice of the penalty to the member. Under such appeal, the burden shall be upon the appellant to demonstrate that the decision is clearly erroneous. The appeal of an expulsion shall be based solely upon the evidence presented to the State Executive Committee. The appellant must submit to the National Adjutant a written statement in support of the appeal within thirty days of filing the notice of appeal or receiving a copy of the transcript, whichever is later. The statement may not exceed ten pages. There is no personal hearing. The decision of the National Executive Committee on an expulsion appeal is final.

### **Section 5: Disciplinary Proceedings Originating at the National Level**

The National Commander may recommend to the National Executive Committee that it suspend, transfer or expel a member on the grounds specified in Article XII, Section 1, of these Bylaws. The same procedures outlined in this Article XII apply except that the hearing shall take place before the National Executive Committee. The decision of the National Executive Committee affirming, modifying or rejecting the recommendation of the National Commander is final for all purposes and there is no appeal.

## **ARTICLE XIII - POLICY**

**Section 1:** The Disabled American Veterans Auxiliary is a National Organization, and neither the State Department nor local Units thereof shall take part in any political or sectarian question nor in industrial disputes.

Nothing in the above provision shall prohibit this Organization or any Unit thereof from participating in political issues which have a direct bearing on the welfare of America's Veterans.

No member shall appear before any legislative body and speak in the name of this organization, or in the name of any State Department, Unit or subordinate group, as sponsoring or opposing any legislation contrary to any resolution then in effect with regard to such legislation which has been regularly adopted by a State Executive Committee or State Department, or by a Unit of which they are a member.

**Section 2:** Except where in conflict with this Constitution and Bylaws, this Organization will be governed by Robert's Rules of Order, Newly Revised.

**Section 3:** Any questions arising in an Auxiliary State Department or Local Unit not covered by the Auxiliary's Standard Local Unit Bylaws, Standard State Department Bylaws, State Standing Rules, the Auxiliary National Constitution and Bylaws, Mandates of an Auxiliary National Convention or National Executive Committee, directives from the Auxiliary National Commander, policy of the Auxiliary National Headquarters, or Robert's Rules of Order, Newly Revised shall be decided by vote of each Unit and/or State Department.

**Section 4:** Any state or local chairman raising or collecting funds for special programs shall be required to give an accounting to the re-

spective State Department or Unit of all funds. The books of such special funds must be audited when the Treasurer's books are audited. All auxiliary funds must be kept in a bank account in the custody of the Treasurer.

## **ARTICLE XIV - INSTALLING OFFICERS**

**Section 1:** Installing officers shall be members in good standing of the Disabled American Veterans Auxiliary.

**Section 2:** The incoming National Commander and National Officers shall be installed by an Auxiliary Past National Commander. The incoming National Commander selects the installing officer.

National executive committee members and alternate national executive committee members shall be installed by an auxiliary past national commander, or an elected national officer.

The Auxiliary Ritual must be used for all installations.

## **ARTICLE XV - PAST COMMANDERS**

A commander must serve nine months of a yearly term in order to be considered a Past Commander.

An immediate Past Commander is one who has just completed serving a term as Commander. (Ex.: When a member has served a term as commander and is reelected to serve a consecutive term, the member is considered the commander and the immediate past commander.)

A Commander must serve nine months of a yearly term in order to be eligible to wear a Past Commander's pin.

Past Commander's pins shall be as follows:

- a. Unit - Official pin with date or gavel guard.
- b. State - Official pin set with a blue sapphire.
- c. National - Official pin set with a diamond.

## **ARTICLE XVI - AMENDMENTS OF BYLAWS**

**Section 1:** These Bylaws may be amended at any National Convention by a vote of two-thirds of the total accredited delegates assembled, provided that the proposed amendments shall have been read to the Convention at a business session before the vote thereon.



# **STANDARD STATE DEPARTMENT BYLAWS**

## **ARTICLE I - STATE ORGANIZATION**

### **Section 1: Administration**

This State Department is organized with the specific consent and recognition of the parent organization and shall be governed by these Standard State Bylaws, State Standing Rules, Supplement to State Bylaws, and the National Constitution and Bylaws of the Disabled American Veterans Auxiliary.

### **Section 2:**

The fiscal year shall be the membership year commencing on July 1 ending June 30.

## **ARTICLE II - STATE CONVENTION**

### **Section 1: Governing Power**

The governing power of this State Department shall be the State Convention to be held annually at a time and place selected by the State Department of the Disabled American Veterans.

The State Commander and State Adjutant shall provide the call for the annual convention, credentials and all matters pertaining to the state convention not specifically covered by these Standard State Department Bylaws and Convention Rules.

The Executive Committee of a State Department, Disabled American Veterans Auxiliary, shall have the authority to approve all minutes of their respective State Department conventions.

## **Section 2: Composition**

The state convention shall be composed of the elected state officers, the state's past state commanders, any active resident past national commander, and the delegates representing chartered units within the state.

## **Section 3: Delegates**

Each elected state officer, each past state commander and each active resident past national commander shall be entitled to one (1) vote provided their membership is in a chartered unit and their dues for the current membership year have been received by national headquarters.

In addition, each unit shall be entitled to one (1) delegate and one (1) alternate for its Charter and one (1) delegate and one (1) alternate for each ten (10) life members or major fraction thereof whose memberships are in good standing.

A delegate to a State Convention shall not be allowed to vote until properly registered, dues paid for the convention year, and not indebted to the organization.

A member shall not cast a vote in the state convention in more than one representative capacity, or be registered as a delegate from more than one unit. In the absence of any delegate, their vote shall be cast by an elected and properly registered alternate of that Unit.

Each Unit delegation shall elect a Chairman who votes the total Unit strength. When a poll of any delegation is demanded by a delegate

entitled to vote, the Chairman shall poll the delegation without discussion or debate.

In the election of State Officers, voting shall be by voice vote when there is no contest; or, by roll call when there are two or more candidates nominated for any one office. Roll call(s) shall continue until completed. The candidate receiving a majority of the roll call votes shall be elected.

Procedure for a roll call is as follows:

1. Units (in numerical order)
2. Past State Commander(s)
3. Active Resident Past National Commander(s)
4. Elected State Officers

Junior members shall not have the privilege of voting at a Unit meeting or at a State Convention.

State and National At-Large members shall not hold any appointed or elected office nor have a voice or vote at State or National meetings and/or State and National conventions.

Chartered Units must be in good standing with State for their Delegates to vote at State Convention.

#### **Section 4: State Convention Rules**

Convention Rules shall govern the procedure of a State Convention. Such rules shall be adopted or may be amended at the first business session by a majority vote of the convention delegates.

## **ARTICLE III - STATE OFFICERS**

### **Section 1: Elected State Officers**

The State Convention shall elect a State Commander, a State Senior Vice Commander, a State First Junior Vice Commander, a State Treasurer and a State Judge Advocate. If deemed desirable, a State Second Junior Vice Commander, a State Third Junior Vice Commander and a State Fourth Junior Vice Commander may be elected and National Headquarters so advised on the Supplement to State Bylaws.

### **Section 2: Appointed State Officers**

The State Commander with the approval of the State Executive Committee shall appoint a State Adjutant, a State Chaplain, a State Sergeant at Arms, and may appoint any additional State Officers when deemed necessary.

### **Section 3: Eligibility for State Office**

Only members in good standing in a chartered Unit for the past twelve (12) months shall be eligible to serve as an elected or appointed State Officer.

In order to be eligible for the office of State Commander, a member must have served as an elected State Officer.

Elected National Officers, the Immediate Past National Commander, and National Executive Committee Members shall not be eligible to serve simultaneously as State Commander.

A member shall not hold more than one state office, elective or appointive, with the exception in those state departments which combine the office of Adjutant and Treasurer. This restriction does not apply to positions of committee chairmen or committee members. **Any elected state officers who serve on the state executive committee and are entitled to vote shall not serve as the state executive committee member of the unit.**

## **ARTICLE IV - DUTIES OF STATE OFFICERS**

### **Section 1: State Commander**

The executive power of the State Department shall be vested in the State Commander.

The State Commander, in addition to other duties or powers set forth in these Bylaws, shall be the presiding officer of the Auxiliary State Convention, State Executive Committee meetings, and other State meetings.

The State Commander shall appoint the State Chairman of the following committees: Americanism, Community Service, Junior Activities, Legislation, Mae Holmes Outstanding Unit Award, Membership, VAVS and may also appoint such other chairmen as deemed necessary.

All appointments of the State Commander must be approved by the State Executive Committee and provided for in the State Standing Rules.

The State commander shall sign state department checks and warrants/vouchers/check requests.

## **Section 2: 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, shall sign or cosign state department checks and in the absence of the State Commander, shall cosign warrants/vouchers/check requests.

## **Section 3: State Junior Vice Commander(s)**

State Junior Vice Commander(s) shall be responsible for Auxiliary programs as designated in the State Standing Rules.

## **Section 4: 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 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.

The State Treasurer shall submit all records and a copy of the acknowledgement of filing Form 990-N e-Postcard or, a copy of Form 990-EZ or Form 990 when the gross income is greater than \$50,000 but less than \$100,000, to the State Audit Committee or submit all records to an Independent or Certified Public Accountant as warranted by income. When IRS Form 990-N e-Postcard is filed, or Form 990-EZ or Form 990 is filed for income greater than \$50,000 but less than \$100,000, a copy of such shall be provided to the State Adjutant.

### **Section 5: 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 intraunit 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.

All opinions of the State Judge Advocate shall be advisory only.

## Section 6: 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 thereat.

The State Adjutant shall also assume such other duties as may be assigned by the State Commander.

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:

- a. State Budget adopted at Convention
- b. State Officers Report form (Any changes during the membership year also requires notifying **national headquarters**).
- c. Supplement to State Bylaws (2 copies).
- d. Adopted amendments to the State Standing Rules (2 copies).
- e. Adopted State Convention Rules.

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

A copy of the financial report for the previous fiscal year and a copy of the appropriate IRS Form 990 shall be forwarded to National Headquarters no later than September 30.



The State Adjutant shall also be responsible for sending to National Headquarters within five (5) days after the close of state convention, the winning program reports, by category, judged at state convention.

### **Section 7: 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.

### **Section 8: 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.

## **ARTICLE V - TENURE OF OFFICE**

### **Section 1: Elected State Officers**

Each Elected State Officer shall serve until the adjournment of the succeeding State Convention or thereafter until a successor is installed.

In the case of the removal of the State Commander from office for cause, death, resignation or inability to discharge the duties of office, the same shall devolve upon the State Senior Vice Commander.

In the case of the removal for cause, death, resignation or inability of both the State Commander and State Senior Vice Commander,

the duties of the office shall devolve upon the office of the State First Junior Vice Commander.

In the case of the removal for cause, death, resignation or inability of the lowest ranking State Junior Vice Commander, State Treasurer or the State Judge Advocate to discharge the duties of their office, the State Commander shall, with the concurrence by majority vote of the State Executive Committee, appoint a successor to fill these vacancies.

## **Section 2: State Appointments**

Each State appointee shall serve at the pleasure of the appointing power immediately following approval of such appointment by the State Executive Committee and provided that no term of office shall exceed that of the appointing power.

## **ARTICLE VI - STATE COMMITTEES AND CHAIRMEN**

### **Section 1: State Executive Committee**

The State Executive Committee shall be 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. **One third (1/3) of all eligible voting members of the state executive committee shall constitute a quorum.**

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

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

The State Executive Committee shall have full administrative power between State Conventions. Business of the State Department requiring consideration of the State Executive Committee between designated or called meetings shall be transacted through the office of the State Adjutant by means of mail ballots. A majority of replies to the mail ballots received by the designated date shall constitute the decision of said committee.

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.

## **Section 2: State Finance Committee**

The State Finance Committee shall consist of at least three (3) and no more than seven (7) members to be elected by the post-convention State Executive Committee or at

the last business session of the state convention. No two members from the same unit shall be elected to serve on this committee (this does not apply to State Departments when three or less chartered units are present). VAVS Representatives and Associate Representatives shall not serve on the committee if their records are subject to review and verification by the Finance Committee. The number of members serving on the committee shall be provided in the State Standing Rules and Supplement to State Bylaws. Vacancies shall be filled with an appointment made by the State Commander and approved by the State Executive Committee.

The State Finance Committee shall review and verify all revenue, expenditures and investments of the State Department between State Conventions. The committee shall also prepare a budget which shall be submitted and distributed to the State Convention delegates for adoption.

The State Finance Committee shall review and verify the records of the DAVA-VAVS Representative(s) and Associate Representative(s) annually.

### **Section 3: State Nominating Committee**

The committee on Nomination of State Officers shall consist of members elected by the pre-convention State Executive Committee or during the first business session of the state convention. No two members from the same unit shall be elected to serve on this committee (this does not apply to State Departments

when three or less chartered units are present.) The State Standing Rules shall provide for the procedures of the committee. The number of members shall be provided on the Supplement to State Bylaws.

This committee shall consider and present to the State Convention a slate of candidates which it shall nominate as State Officers. Nominations may also be made from the floor.

#### **Section 4: State Standing Committees**

In addition to having an elected State Finance Committee and a State Nominating Committee, a State Department may have other elected State Standing Committees. Such committees shall be provided for in their State Standing Rules. These rules shall include the number of members serving on a committee, term(s) of office and duties of the committee. Any committee vacancies shall be filled with an appointment made by the State Commander and approved by the State Executive Committee.

#### **Section 5: State Standing Rules Committee**

The State Standing Rules committee shall consist of at least three (3) members elected or appointed. No two members from the same unit shall serve on this committee. (This does not apply to State Departments when three or less chartered units are present.) The number of members on the committee and the procedure shall be provided in the State Standing Rules and Supplement to State Bylaws. Any vacancy shall be filled by an appointment

made by the State Commander and approved by the State Executive Committee.

The committee shall consider all properly prepared resolutions/amendments/revisions and present their recommendation(s) to the convention delegates.

## **Section 6: State Audit Committee**

Financial records of the State Department shall be reviewed and verified by an Audit Committee appointed by the State Commander or by an Independent or Certified Public Accountant. If an audit committee is appointed, the committee shall consist of three (3) members appointed by the State Commander, **excluding** the State Commander, State Senior Vice Commander, State Treasurer, State Adjutant, and members of the State Finance Committee.

Any State Chairman collecting funds for special programs shall be required to give an accounting of all funds. The books of such special funds shall be audited when the Treasurer's books are audited. All funds shall be kept in a bank account in the name of the State Department, Disabled American Veterans Auxiliary.

All members of the audit committee shall be present when reviewing or verifying the State Department's financial records at the close of each fiscal year. The Financial Report Form provided by National Headquarters shall be completed by the State Treasurer or the Audit Committee and sent to National Headquarters no later than September 30.

If the total gross income of the state department exceeds \$300,000, the state financial records shall be reviewed and verified by an Independent or Certified Public Accountant. The accountant's statement and a completed financial report form prepared by the accountant shall be mailed to National Headquarters no later than September 30.

Failure to file annual audits with National Headquarters will bar the State Delegate from voting at an ensuing National Convention.

### **Section 7: State Committee Chairmen**

Each State Committee Chairman shall be responsible for their respective program and give a report when called upon by the State Commander.

## **ARTICLE VII - VAVS REPRESENTATIVES AND ASSOCIATE REPRESENTATIVES**

### **Section 1: Duties**

In addition to the duties outlined in the National Auxiliary Manual, the VAVS Representative and Associate Representative, if handling VAVS monies in excess of \$200.00, shall be responsible for establishing and maintaining a bank account in the name of their State Department, Disabled American Veterans Auxiliary. Authorized signatures on the VAVS Representative's account shall be the VAVS Representative, a Deputy Representative, and the State Treasurer. Authorized signatures on the Associate VAVS Representative's account shall be the Associate VAVS Representative and the State Treasurer.

Each State Department shall provide in their State Standing Rules as to how many signatures shall be required on a check. Accurate records shall be kept by the Representative and the Associate Representative. Records are to show the source of income and amount, funds deposited (if a bank account is maintained), and expenditures with receipts attached. State Standing Rules shall also provide for the retention of VAVS financial records.

All records of the VAVS Representative and Associate Representative shall be reviewed and verified by the State Finance Committee. Said review shall cover a calendar year (January 1 through December 31).

Failure to submit records for review shall be cause for removal from office.

## **ARTICLE VIII - FINANCES**

### **Section 1: Revenue**

The revenue of the State Department shall be derived from sources approved by the State Executive Committee or as determined by the State Convention.

### **Section 2: State Per Capita**

The State per capita for Life members shall be \$.50.

The State shall determine and provide in the State Standing Rules the State per capita for Junior members.



### **Section 3: State Mandates**

The State shall determine and provide in the State Standing Rules for any State mandates and details concerning said mandate(s).

### **Section 4: State Fund Raising Project(s)**

Any State Department conducting fund raising activities shall solicit only its membership or within its state geographical boundaries.

All fund raising projects or activities for the State Department must be approved by the Disabled American Veterans State Department.

### **Section 5: National Mandate**

Each membership year national headquarters shall withhold the sum of fifty dollars (\$50.00) from each department's per capita distribution for Convention expenses. The mandate must be paid in order for the state department to be eligible to vote at a national convention.

### **Section 6: State Warrants/Vouchers/Check Requests and Checks**

The State Department shall use warrants/vouchers/check requests which shall be initiated by and signed by the State Adjutant or Chairman 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.

All State Department checks shall be completed and signed by the State Treasurer and cosigned by the State Commander. In the ab-

sence of the State Treasurer or State Commander, the State Senior Vice Commander shall sign or cosign the checks.

## **Section 7: Accumulation of Funds**

State Departments may not accumulate funds, whether for service purposes or otherwise, in excess of three (3) times the expenses of their last fiscal year. State Departments whose accumulated funds exceed this amount must comply with this Section by expending such excess within a reasonable time.

The expenditure of the excess accumulated funds must be for service purposes.

## **ARTICLE IX - SUPPLEMENT TO STATE BY-LAWS - STATE STANDING RULES**

### **Section 1: Supplement to State Bylaws/State Standing Rules**

A copy of the completed Supplement to State Bylaws adopted at the previous State Convention and a copy of any proposed amendment(s) to the State Standing Rules shall be distributed to the delegates prior to a vote to adopt or amend.

The state standing rules may be amended by a majority vote of those registered and voting during a business session of the state convention.

**Any adopted amendment(s) to the state standing rules which would affect the supplement shall be included on the Supplement to State Bylaws submitted to national headquarters.**

The **state adjutant** at the time of the state convention shall submit to national headquarters within ten (10) days after the adjournment of each convention the following:

- a. **Two copies** of the completed Supplement to State Bylaws.
- b. **Two copies** of any adopted amendment(s) to the State Standing Rules. (If there are no amendment(s) to the State Standing Rules, it shall be indicated on the Supplement to State Bylaws.)

The supplement and any adopted amendments shall be reviewed for any discrepancies by the National Judge Advocate prior to their becoming effective.

**NOTE:** If a state department reprints their state standing rules, **two (2) copies** shall be submitted to national headquarters for review and notification by the National Judge Advocate prior to their distribution.

## **ARTICLE X - INSTALLING OFFICERS**

### **Section 1: Installing Officers**

Installing Officers shall be members in good standing of the Disabled American Veterans Auxiliary.

The State Commander and State Officers shall be installed by an Auxiliary Past National Commander, an Elected National Officer, the National Adjutant, the National Assistant Adjutant, or a Past State Commander. The incom-

ing State Commander selects the installing officer.

State executive committee members 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 must be used for all installations.

## **ARTICLE XI - JEWELRY AND CAPS**

### **Section 1: Jewelry and Caps**

State departments shall determine and provide in their state standing rules regulations regarding the wearing of DAV Auxiliary jewelry and caps.

All official jewelry shall be purchased through the DAV Store.

## **ARTICLE XII - AMENDMENTS OF BYLAWS**

**Section 1:** These Bylaws may be amended at any National Convention by a vote of two-thirds of the total accredited delegates assembled, provided, that the proposed amendments shall have been read to the Convention at a business session before the vote thereon.

# **STANDARD LOCAL UNIT BYLAWS**

## **ARTICLE I - ADMINISTRATION**

### **Section 1: Governing Power**

Each unit of the Disabled American Veterans Auxiliary shall be governed by the Auxiliary Standard Local Unit Bylaws as established for the unit, the Standard State Department Bylaws, and the National Constitution and Bylaws.

Issues arising in a unit shall be discussed and resolved by the unit, or referred to the state department by the unit when the issues cannot be resolved, or referred to Auxiliary National Headquarters for final resolution and/or enforcement when issues cannot be resolved by the state department.

## **ARTICLE II - MEMBERSHIP**

See National Bylaws, Article VII.

## **ARTICLE III - UNIT OFFICERS**

**Section 1:** Officers shall be elected as follows: Commander, Senior Vice Commander, Junior Vice Commander, and Treasurer.

**Section 2:** Unit Commanders may succeed themselves.

## **ARTICLE IV - EXECUTIVE BOARD**

**Section 1:** If a unit desires to have an executive board and such unit has fifty (50) life members or less, two (2) members shall be elected from the floor to serve on the unit's executive board. Units with more than fifty (50) life members shall elect four (4) members to

serve on the unit's executive board. Units may elect alternates, if desired.

## **ARTICLE V - ELIGIBILITY FOR UNIT OFFICE**

**Section 1:** Any life member in good standing shall be eligible to hold a unit office.

A member's dues shall be paid for their entire term of office.

## **ARTICLE VI - ELECTION OF UNIT OFFICERS**

**Section 1:** Each unit shall designate when its officers shall be elected; said election shall be annually. Nominations for unit officers shall be made by a method adopted by each unit. **The Adjutant shall notify all life members at least ten (10) days prior to annual nominations and/or elections.**

**Section 2:** Only life members in good standing shall be allowed to vote. Absentee voting is not allowed. 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 who shall read aloud the name or names written on all legal ballots. The Adjutant shall tally

the names and the results thereof shall be announced by the Commander.

## **ARTICLE VII - ELECTION OF STATE EXECUTIVE COMMITTEE MEMBER AND ALTERNATE**

**Section 1:** Prior to the state convention, each unit shall elect a State Executive Committee Member and Alternate to represent their unit on the State Executive Committee. Their term of office shall be the same as the state officers. All State Executive Committee Members and Alternates shall be installed by a proper installing officer at a time and place provided in the State Standing Rules.

## **ARTICLE VIII - INSTALLATION OF UNIT OFFICERS**

**Section 1:** The Unit Commander and 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

The Auxiliary Ritual must be used for installation.

**Section 2:** Each officer, elected or appointed, must fill the office for which they were chosen at the first regular business meeting succeeding installation unless excused by vote of the Unit. All officers must be installed in person before assuming the duties of their respective offices.

## **ARTICLE IX - APPOINTED OFFICERS**

**Section 1:** The Commander shall appoint an Adjutant and a Chaplain and may appoint a Color Bearer, Banner Bearer, Patriotic Instructor, Conductor, Sergeant at Arms, and shall appoint chairmen of all committees.

A life member shall not hold more than one unit office, elective or appointive, with the exception of units which combine the office of adjutant and treasurer. This restriction does not apply to positions of committee chairmen, unit executive board members, state executive committee members, or alternates.

## **ARTICLE X - VACANCY IN OFFICE(S)**

**Section 1:** If any officer, elected or appointed, is absent without good cause for three consecutive business meetings, the office shall be automatically declared vacant.

**Section 2:** In the event of a vacancy in the office of Commander, the Vice Commanders shall move up according to their rank. An election shall be held for the office of Junior Vice Commander. In the event of a vacancy in the office of Senior Vice Commander, the Junior Vice Commander shall move up, then an election shall be held to fill the vacancy of Junior Vice Commander. An election is also held when filling a vacancy in the office of Treasurer.

The Commander shall select a member to fill any vacancy in an appointive office.



**Section 3:** In the event of the removal of a State Executive Committee Member from office, due to death, resignation, or inability to discharge the duties of office, the same shall devolve upon the Alternate State Executive Committee Member. An election shall then be held for the position of Alternate State Executive Committee Member. Elected Alternates shall be installed by a proper installing officer at a time and place provided in the State Standing Rules.

Should their membership become delinquent, it is the Unit's responsibility to immediately declare the office vacant. State and National Headquarters shall be advised of any vacancy.

## **ARTICLE XI - DUTIES OF UNIT OFFICERS**

### **Section 1: Commander**

The duties of the Unit Commander are as follows:

1. Preside and maintain order at all Unit meetings.
2. Be chairman of the Unit Executive Board.
3. Countersign all checks with the Treasurer.
4. Give membership initiation to new members.
5. Appoint Chairmen of all committees within 30 days after election.
6. Cosign all warrants/vouchers/check requests.
7. To display the Unit Charter at all regular business meetings.

## **Section 2: Senior Vice Commander and Junior Vice Commander**

In the absence or disability of the Commander, the Senior Vice Commander and the Junior Vice Commander shall act for the Commander in the order of their rank.

The Senior Vice Commander shall be the third authorized signature on all unit bank accounts and shall sign or cosign unit checks in the absence of the unit Treasurer or unit Commander.

The Junior Vice Commander shall, in the absence of the Adjutant, sign all warrants/vouchers/check requests.

## **Section 3: Adjutant**

The duties of the Adjutant are as follows:

1. Keep minutes of all unit meetings (regular and special). Minutes shall be signed and dated; read at the following meeting, again signed and dated when approved.
2. Keep minutes of all unit Executive Board meetings; read at the next unit meeting.
3. Handle all correspondence under the direction of the Commander.
4. Bring all correspondence including letters, newsletters, membership information, notices, etc., to the unit meetings and make available to all members.
5. Notify all members of meeting date.
6. Initiate and sign all warrants/vouchers/check requests.

7. Keep an accurate roster of the entire membership, which may be used by any officer or chairman, showing the home address and phone number.
8. Send the names and addresses of the newly elected and appointed unit officers to state and national headquarters within ten (10) days after the annual installation. Any change(s) during the membership year also requires notifying **state** and **national headquarters**.
9. Notify all life members at least ten (10) days prior to annual nominations and/or elections.
10. Send to the National Adjutant, not later than thirty (30) days prior to the National Convention, names of delegates and alternates to said convention.
11. Send financial report to State and National Headquarters within ten (10) days following completion of the audit.
12. Send a copy of the acknowledgement of filing Form 990-N e-Postcard or a copy of Form 990-EZ or Form 990 for Units whose gross income is greater than \$50,000 but less than \$100,000 to State and National Headquarters.

#### **Section 4: Treasurer**

The duties of the Treasurer are as follows:

1. 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.

2. Keep a complete financial record of all monies received, expended, and remitted.
3. Pay out money only on warrants/vouchers/check requests, properly signed, as voted upon by the Unit or in accord with Unit Standing Rules.
4. Sign all checks.
5. All funds received in the name of the DAV Auxiliary must be deposited within thirty (30) calendar days of receipt.
6. Render at each regular business meeting an itemized statement of receipts and expenditures.
7. Submit all records and a copy of the acknowledgement of filing Form 990-N e-Postcard to the Audit Committee for annual audit. If the gross income of the Unit exceeds \$50,000, but is less than \$100,000, a copy of Form 990-EZ or Form 990 must be submitted to the Audit Committee. If the gross income exceeds \$300,000, the Unit financial records shall be reviewed and verified by an Independent or Certified Public Accountant.
8. All other reviews and/or audits shall be conducted when requested by a majority vote of unit members.

**NOTE:** The Unit Adjutant shall send the report to State and National Headquarters no later than September 30.

The Financial Report form provided by National Headquarters shall be completed by the Unit Treasurer. The Audit Committee shall verify and sign the report. The Unit Adjutant shall send the report to State and National Headquarters within ten (10) days following completion of the audit.

Failure to comply will bar delegates from voting at the following State and National Conventions.

## **ARTICLE XII - DUTIES OF UNIT EXECUTIVE BOARD**

**Section 1:** An Executive Board shall be composed of the Commander, Senior Vice Commander, Junior Vice Commander, Treasurer, Immediate Past Commander, and the other Elected Executive Board Members or their Alternates. A majority shall constitute a quorum.

This Board shall transact the business of the Auxiliary between meetings of the Unit and make recommendations, provided however, that none of its actions conflict with any actions taken by the Unit. The minutes of all Executive Board Meetings must be read at the next regular meeting of the unit for approval by the unit.

## **ARTICLE XIII - UNIT MEETINGS**

### **Section 1: Regular Business Meetings**

A Unit shall hold at least four regular business meetings per year at a time and place set by vote of the unit.

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

All Regular Business meetings shall be conducted in accordance with the Ritual except where it is necessary to dispense with same in order to expedite business.

Stations of Officers shall be as designated in the Ritual.

For order of business at a regular meeting see Ritual.

It shall be the duty of all Officers to attend each meeting of the Unit. In case of the inability of any Officer to attend a meeting, due notice shall be given the Commander, and all pertinent books and papers in the possession of said Officer shall be presented to the meeting. If a Chair Officer is absent the presiding Officer shall designate a member to fill the chair.

## **Section 2: Special Meetings**

Special meetings shall be convened as follows:

1. By vote of the Unit at a preceding regular meeting.
2. By direction of the Unit Commander.
3. By the Unit Commander upon receipt of a written request of a quorum of life members; said request shall state the purpose of the meeting.

Due written notice of Special Meetings and their purpose shall be sent to each member by the Adjutant. No business may be transacted at a Special Meeting except that for which the meeting was called. A quorum shall be pre-

sent. Minutes of meeting shall be read and approved at the next regular business meeting.

The following shall be the Order of Business and procedure of Special Meetings:

1. Call to Order.
2. Special Order of Business.
3. Closing.

### **Section 3: 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 (5) life members of the Board with sufficient notice to all board members.

### **Section 4: Junior Meetings**

Junior meetings shall be conducted as prescribed for Junior groups in the Ritual.

## **ARTICLE XIV - UNIT COMMITTEES**

**Section 1:** The commander shall appoint the following Committees and any other Committees deemed necessary:

### **1. Membership**

Duties of this Committee include:

- a. Stimulation of the growth of the Auxiliary by contacting members whose dues have lapsed.
- b. To interest inactive members to become active.
- c. To contact persons eligible for membership.

### **2. Americanism**

Duties of the Committee include:

- a. Promote the Americanism program of the National and State Departments.
- b. Present instruction on the Flag Code.
- c. Present information on National Defense.
- d. Explain requirements for Citizenship and instruct in same when applicable.
- e. Assist the Unit in the observance of all Patriotic days.

### **3. Community Service**

### **4. Legislative**

### **5. Junior Activities**

### **6. VAVS**

These committees shall serve at the pleasure of the Commander. An officer may be a member of each of the committees, but not necessarily the chairman.

## **Section 2: Audit Committee**

The Audit Committee shall consist of three (3) life members, **excluding** the Commander, Senior Vice Commander, Junior Vice Commander (when signing warrants, vouchers, check requests), Adjutant, and Treasurer, whose duties shall be to audit the financial records of the unit each year or said records may be reviewed and verified by an Independent or Certified Public Accountant.

Prior to the installation of a change in elected Treasurer, 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 Fi-



financial Report Form and should not be submitted to National Headquarters.

The Annual Financial Report form provided by National Headquarters shall be completed by the Unit Treasurer in office on June 30. The Audit Committee, as part of their annual audit, shall verify and sign the report. The Unit Adjutant shall send the report to State and National Headquarters no later than September 30.

If the total gross income of the Unit exceeds \$300,000, the Unit financial records shall be reviewed and verified by an Independent or Certified Public Accountant. The accountant's statement and a completed Financial Report form shall be mailed to State and National Headquarters by the Unit Adjutant no later than September 30.

Failure to comply with the above will bar the delegates from voting at the following State and National Conventions.

The Annual Financial Report verified and signed by the Audit Committee, or the Accountant's Statement and completed Annual Financial Report shall be adopted by the unit membership.

## **ARTICLE XV - UNIT FINANCE AND DUES**

### **Section 1: Membership Dues**

The total amount of dues paid by each life member shall be sent directly to national headquarters. Time of distribution to the state department and to the unit shall be made ac-

ording to the policy set forth by national headquarters.

The membership year of the Auxiliary Unit shall begin on the first day of July each year and end on the last day of the following June.

## **Section 2: National Mandates**

Each membership year, national headquarters shall withhold the sum of twenty five dollars (\$25.00) from each unit's per capita distribution to cover the national mandates in order for the unit to be eligible to vote at a national convention.

## **Section 3: Fund Raising Project(s)**

All money obtained from any source, by or through any person or persons acting for or in the name of the auxiliary unit, or under its direction or authority, shall be considered unit funds and shall be delivered to the treasurer who shall issue an official receipt therefor.

Auxiliary Units desiring to engage in fund raising projects involving contracts are required to obtain prior approval from their respective Disabled American Veterans Chapter and State Department, and in addition, the prior approval of the National Executive Committee of the DAV. Contracts are to be submitted to the National Executive Committee of the DAV for approval at least sixty days prior to the proposed commencement of the contract.

No local unit of the Disabled American Veterans Auxiliary shall conduct any fund raising activity without prior **written** approval of the Chapter with which it is affiliated and, when

required, **written** approval by the DAV State Department. When there is no Chapter, **written** approval must be obtained from the DAV State Department. If there is no State Department, **written** approval must be obtained from the DAV National Executive Committee.

Where no commissions are to be paid, no prior approval shall be required from the DAV Department Executive Committee when the gross receipts will be less than \$5,000.00; provided, however, that advance notice of thirty (30) days to the DAV State Department shall be required on all such finance raising activity.

No Auxiliary Unit shall conduct any fund raising project or fund raising activity in the territory of any other Chapter or Unit before asking for the required approval and giving written notice of its intentions with full information about the proposed drive or activity to all Chapters and Units within such territory, not less than two weeks before seeking approval.

#### **Section 4: Forget-Me-Not Drives**

Auxiliary Units, with its Chapter's prior consent, may conduct one Forget-Me-Not Drive annually, offering Forget-Me-Not flowers purchased through the DAV National Headquarters, and where a paid promoter is not involved.

Income from Forget-Me-Not Drives shall be used solely for service to disabled veterans, their dependents and survivors and for no other purpose.

## **Section 5: Accumulation of Funds**

Units may not accumulate funds, whether for service purposes or otherwise, in excess of three (3) times the expenses of their last fiscal year. Units whose accumulated funds exceed this amount must comply with this Section by expending such excess within a reasonable time.

The expenditure of the excess accumulated funds must be for service purposes.

## **ARTICLE XVI - CONVENTIONS**

### **Section 1: Delegate(s)**

A life member must be in good standing to be selected as a delegate or alternate to a State or National Convention.

**Section 2:** In the event there are more members who wish to be delegates than delegate votes available, an election will be held to select the delegates and/or alternates to a convention.

**Section 3:** Local Units must be in good standing with the National and State Department (with dues paid for at least ten (10) life members, with all National and State Mandates paid in full and a copy of a Financial Report filed with both State and National) for their Delegates to vote at State and National Conventions.

## **ARTICLE XVII - SUPPLIES**

**Section 1:** All emblems, badges, standards, and other supplies shall be ordered and/or purchased through the DAV Store. All jewelry displaying the official emblem of our organization shall also be purchased through the DAV Store.

## **ARTICLE XVIII - DESIGN OF STANDARD**

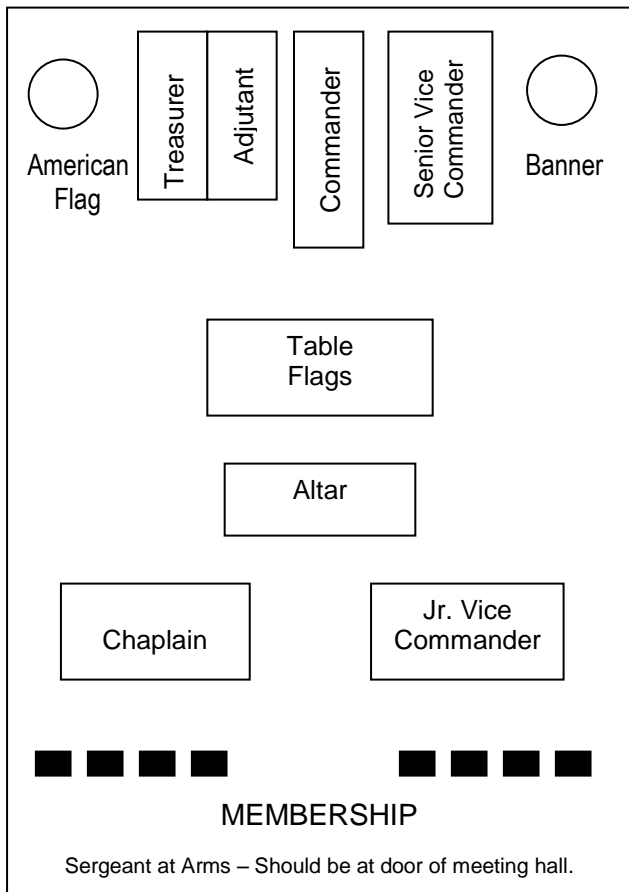
**Section 1:** The design of Standards of the parent body shall be used and the wording shall be "Disabled American Veterans Auxiliary."

## **ARTICLE XIX - AMENDMENT OF BYLAWS**

**Section 1:** These Bylaws may be amended at any National Convention of the Disabled American Veterans Auxiliary by two-thirds of the total votes cast by the accredited Delegates, provided that the proposed amendment shall have been read before such Convention at a business session before the vote thereon.

**OFFICIAL RITUAL**  
**Of the Disabled American**  
**Veterans Auxiliary**  
**SUGGESTED ROOM SETUP FOR A LOCAL**  
**UNIT MEETING HALL**

Either table or standard floor flags may be used.



## **GENERAL INSTRUCTIONS FOR REGULAR UNIT MEETINGS**

- \* One rap of gavel, all members be seated.
- \*\* Two raps, Officers take their station.
- \*\*\* Three raps, all members stand.

Before the opening ceremony of regular meetings, the altar is covered with an altar cloth, preferably blue with gold, with a closed Bible on top. For memorial services, a white altar cloth shall be used and the charter will be draped with white crepe. Memorial services held during a regular meeting will be conducted following the opening ceremonies.

Members who arrive late, pause upon entering the room, salute the Flag and be seated.

The Membership Initiation Ceremony may be given to Auxiliary members within their respective units.

The Ceremony is to be conducted at any regular or special meeting by a unit, state or national auxiliary commander or any auxiliary past commander. (In the absence of the commander, the presiding officer may conduct the ceremony.)

## REGULAR MEETING

COMMANDER sounds gavel. (All be seated)\*.

COMMANDER – Officers will please take their stations\*\*. (If an officer is absent the Commander appoints some member to fill the vacancy for the meeting.)

COMMANDER – Sergeant at Arms, you will see that the door of our hall is closed.

(If the Colors are presented) –

COMMANDER – Conductor, present the Flag of our Country. (The Color Bearers, with the Colors are standing at or just outside the doors entering the meeting hall, which shall be opposite the Commander's Station.)\*\*\*

CONDUCTOR – Color Bearers, Forward March. (Flags posted at positions indicated on diagram.)

CONDUCTOR – Commander, the Colors are in position to receive the respect due them.

COMMANDER – Members Salute. (Salute is given.)

COMMANDER – The Chaplain will invoke the blessing. (If the Colors are in place, members stand\*\*\*)

CHAPLAIN – (The Chaplain advances to the Altar, opens the Bible, and may give the following prayer or one that is appropriate.)

We thank Thee, Almighty Father, for permitting us to gather here again. Bless and keep our absent ones. Help each one of us to live,



so that the world may be better for our having lived. Bless and keep our disabled veterans and help fit each for a long and useful life. May we with Thy help ever be ready to lend a helping hand to each and every one of our needy ones. Amen.

COMMANDER – The Patriotic Instructor will lead us in the "Pledge of Allegiance to our Flag."

PATRIOTIC INSTRUCTOR – Free your hands; stand at attention; place your right hand over your heart or render the appropriate salute; and join in the Pledge of Allegiance to our Flag; "I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

CONDUCTOR – Post Colors. (After colors are posted the Chaplain returns to designated station.)

COMMANDER – Conductor and Assistant Conductor you may return to your station. (Color and Banner Bearers take seats beside the Patriotic Instructor and Musician.) (At the discretion of the Auxiliary our National Anthem "The Star Spangled Banner" may be sung.)

COMMANDER – Raps (\*) All members be seated.

COMMANDER – Senior Vice Commander, what is the Purpose of the Disabled American Veterans Auxiliary?

SR. VICE COMMANDER – The purpose of the "Disabled American Veterans Auxiliary" shall be to uphold and maintain the Constitution and laws of the United States; to realize the true American ideals and aims for which those eligible for Disabled American Veterans membership fought; to advance the interests and work for the betterment of all wounded, injured, and disabled veterans; to cooperate with all patriotic organizations and public agencies devoted to the cause of improving and advancing the condition, health and interest of wounded, injured or disabled veterans and their families; to stimulate a feeling of mutual devotion, helpfulness and comradeship among all members and to encourage in all people that spirit of understanding which will guard against future wars.

COMMANDER – Junior Vice Commander, what qualifications determine eligibility for membership in the Disabled American Veterans Auxiliary?

JR. VICE COMMANDER – The family and extended family members of any person eligible for membership in the Disabled American Veterans, or members of the Disabled American Veterans Auxiliary (living or deceased) or a veteran not dishonorably discharged, are eligible for membership in the Disabled American Veterans Auxiliary.

COMMANDER – This Auxiliary is now open for any business that may properly come before it.

COMMANDER – Sergeant at Arms, admit any member who may be waiting. (The Conductor escorts in any visitors. If there are any distinguished guests present, the Commander asks the Conductor to escort them to the rostrum. Each one is escorted to the Altar and presented to the commander, and is then escorted around one of the colors at the Commander's station.) (No one should pass between the Altar and the Commander's station.)

COMMANDER – The Adjutant will call the roll of officers. (Sergeant at Arms stands and answers to roll call for officers both present and absent.)

### **ORDER OF BUSINESS**

1. Vote on Transfer members
2. Introduction of Visitors
3. Introduction of new members. Initiation Ceremony, if applicable, may follow.
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

## **CLOSING CEREMONY**

COMMANDER – The business of this meeting has been accomplished. We will now have our closing ceremonies. (\*\*\*)

COMMANDER – You will face the East, stand at attention in devoted memory of our departed Comrades. Though they have gone West, they face the East, as the sun rises for them on a new day. Pause\_\_\_\_\_

COMMANDER – Face the Flag of our Country - Hand salute!

COMMANDER – Face the Altar. The Chaplain will give the closing prayer. (Chaplain advances to the Altar, gives prayer.)

CHAPLAIN – Dear Heavenly Father, bless and keep our Auxiliary members as we are about to leave this meeting. Help us to be worthy and loyal members, forgiving in spirit, charitable to all mankind and ever ready to assist our disabled veterans. Amen. (Close Bible)

COMMANDER – Conductor, retire the Colors. (Colors are now retired to the rear of the hall. Color Bearers remain there. As Colors are retired, Chaplain returns to designated station.)

COMMANDER – (\*) We are adjourned to meet again. (Specify date of next meeting.)

## MEMBERSHIP INITIATION CEREMONY

COMMANDER – On behalf of the members of this unit it is my pleasure to welcome you. As Commander it is my honor to invite you to take part in the Membership Ceremony. Please come forward.

COMMANDER – Members please stand\*\*\*. I invite each of you to participate again in the Membership Initiation Ceremony.

The Disabled American Veterans Auxiliary cherishes four great principles: **COMRADESHIP, LOYALTY, DEVOTION and SERVICE.**

**COMRADESHIP** is the term that emphasizes true friendship. Without it, only strife and discord will prevail, but with it, all good things are possible.

**LOYALTY** is a basic virtue, without Loyalty, there can be no true Comradeship.

**DEVOTION** is the basis of our organization. Be devoted to your God and to the United States of America.

**SERVICE** is an action freely given to ease the burdens of disabled veterans and their loved ones. Service strengthens the ideals of Comradeship, Loyalty and Devotion.

May you always practice the principles of this organization.

Please place your hand over your heart and repeat after me, using your name where I use mine: "I ....., solemnly promise to always uphold the Constitution and laws of the United

States. I will always show the proper courtesy to the flag of our Country. I will support and obey the Constitution and Bylaws of the Disabled American Veterans Auxiliary and the officers of the organization. I further promise to aid and assist any disabled veteran or any member of their family, and do my best to remember the purpose of this organization which is based upon comradeship, loyalty, devotion, and service. All of this I now affirm."

COMMANDER – Please lower your hand(s).  
(\*Members be seated.)

COMMANDER – Congratulations.  
(Commander may make additional remarks.)

## **INSTALLATION OF OFFICERS**

**COMMANDER** – (Conductor) or (Sergeant at Arms), you will escort to the Commander's station the Installing Officer.

**CONDUCTOR** or **SERGEANT AT ARMS** – (Escorts Installing Officer to Commander's station and states) Commander, I have the honor to present to you ....., who is to install the officers of this Auxiliary.

(Commander steps to the left of station and presents gavel to the Installing Officer.)

**INSTALLING OFFICER** – You are requested to remain silent during the ceremony of Installation. (Conductor) or (Sergeant at Arms), you will take your place to the right of the Altar.

**INSTALLING OFFICER** – The Adjutant will call the roll of new Officers to be installed and as each officer's name is called, they will take their place to the left of the (Conductor) or (Sergeant at Arms).

(Officers names are called in order of their rank: Commander, Senior Vice Commander, Junior Vice Commander, Treasurer, elected Executive Board members and Alternates. The Commander stands to the left of the Conductor, and the other officers to the Commander's left.)

**INSTALLING OFFICER** – The fact that you have been selected by the members of this Auxiliary, for your respective offices, shows that they have confidence in your ability, and that they feel assured you will strictly and im-

partially discharge all duties incumbent upon you. They confide the welfare of this Auxiliary to your keeping and they are expected at all times to respect your position. Let their confidence, therefore, be fully justified by your fidelity. Let us all remember gratefully the heroism of our veterans whose name we proudly bear. Realizing fully these responsibilities, are you willing to assume the obligation of your office?

(Officers reply, I am.)

INSTALLING OFFICER – (\*\*Members stand)  
Place your right hand over your heart, pronounce your name and repeat after me, the obligation of your respective office.

INSTALLING OFFICER – I,....., having been selected as an officer of this Auxiliary, do most solemnly pledge myself to faithfully, and impartially perform, in letter and spirit, all duties of the office I am about to enter. I promise to obey the lawful orders of my superior officers, and exact the obedience of others thereto; to the best of my ability and means. When my successor has been duly selected and installed, I promise to surrender all property of the organization in my possession. All of which I now affirm. (You may lower your hands.) (\*Members be seated.)

INSTALLING OFFICER – Members of this Auxiliary, I now present to you the officers of your choice. I trust you will aid them in the performance of their duties. With your help, their term of office will be highly successful. (Conductor) or (Sergeant at Arms), you will escort



these officers to their respective stations. (Officers are escorted in order of their rank.)

INSTALLING OFFICER – (When all Officers have been escorted to their stations.) I am pleased to turn over to you this gavel, the emblem of your authority.

COMMANDER – (Makes appropriate response.)

## **MEMORIAL FOR DEPARTED MEMBERS**

(Appropriate music, poems, or readings, may be used at the discretion of the Auxiliary Unit.)

**COMMANDER** – Adjutant, you will read the name (or names) of our departed Member(s).

**COMMANDER** – Conductor, you will please place the names of our departed members on the Altar. (Conductor places charter on Altar, drapes charter with white crepe. The charter is placed to the left and the Bible to the right. The card bearing names is then placed on the charter.)

**COMMANDER** – Chaplain, you will offer a prayer for our departed Members. (\*\*\*) (Members stand, while Chaplain advances to the Altar.)

**CHAPLAIN** – Oh Lord, our God, whose days are without end and whose mercy is everlasting. As our Members depart to be with Thee and we march on with broken ranks, help us to be faithful in their memory and loyal to the spirit that animated them. Help us to perpetuate their memory by noble consecration to their ideals. In Comradeship, Loyalty, Devotion and Service may we continue worthy of their sacred memory. Bring us finally, through Thy grace, into the reunited Comradeship of everlasting life. Amen.

## BURIAL

### (Suggested Ceremony)

**This or any other appropriate remarks may be used at the Unit's discretion.**

COMMANDER – We are assembled here to offer our last tribute of respect and affection to our departed Member. One by one they leave us; one by one they pass into the Great Beyond. Their departure leaves our hearts heavy with sorrow.

Our beloved Member.....  
has answered the roll call of the Supreme Commander, but the memory of Comradeship, Loyalty, Devotion and Service will linger long in our hearts.

These Forget-Me-Nots are the chosen flowers of our organization. We place them here in honor of our beloved member. (Members place Forget-Me-Nots in the designated place.)

COMMANDER – Let us now hear the words of our Chaplain

CHAPLAIN – Oh Lord, our God, our Member has departed to be with Thee. As we march on with broken ranks, help us in Comradeship, Loyalty, Devotion, and Service, to be faithful to and worthy of their Sacred memory. Grant unto the bereaved relatives and friends, comfort and consolation. Bring us all finally, through Thy grace, into the re-united Comradeship of everlasting life. Amen.

## **RITUAL FOR JUNIOR MEETING**

COMMANDER – Officers will please take their stations.

COMMANDER – The Chaplain will invoke the Divine Blessing. (\*\*members stand)

CHAPLAIN – We thank Thee, Almighty Father, for permitting us to gather here again. Bless and keep our absent ones. Help each one of us to so live, that the world may be better for our having lived. Bless and keep our disabled veterans and help fit each for a long and useful life. May we, with Thy help, ever be ready to lend a helping hand to each and every one of our needy ones. Amen.

COMMANDER – The Patriotic Instructor will lead us in the Pledge of Allegiance to our Flag.

PATRIOTIC INSTRUCTOR – Members, Salute: "I pledge Allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible with liberty and justice for all."

COMMANDER – All members be seated. (\*)

COMMANDER – Senior Vice Commander what is the Purpose of the Juniors of the Disabled American Veterans Auxiliary?

SR. VICE COMMANDER – The Purpose of the Juniors is to assist our Senior Auxiliary in all their work to help the Disabled American Veterans and their families.

COMMANDER – Junior Vice Commander who is eligible for membership in the Junior Auxiliary?

JUNIOR VICE COMMANDER – All family and extended family members of any person eligible for membership in the Disabled American Veterans or Disabled American Veterans Auxiliary (living or deceased) under 18 years of age.

COMMANDER – Adjutant you will call the roll of officers: (Adjutant reads roll of officers, Sergeant at Arms stands and answers to roll call for officers both present and absent.)

### **ORDER OF BUSINESS**

1. Presenting new members
2. Reading of minutes of last meeting
3. Treasurer's Report
4. Reports of Committees on Projects
5. Unfinished Business
6. New Business
7. Money March
8. Closing Ceremony

COMMANDER – The business of this meeting has been accomplished. We will now have our closing prayer. (\*\*\*) members stand)

CHAPLAIN – "Dear Heavenly Father bless and keep our Junior members. Help us to be loyal Americans, and true to the ideals upon which the Disabled American Veterans and their Auxiliary are founded. Amen."

COMMANDER – We are adjourned to meet again.

## **JUNIOR AUXILIARY INSTALLATION OF OFFICERS**

**COMMANDER** – Conductor, please escort the Installing Officer to the Commander's station. (Junior Commander designates the Installing Officer, who shall be any elected Officer of the Senior Auxiliary.)

**CONDUCTOR** – (Escorts Installing Officer to Commander's station and says) - Commander, I have the honor to present ....., who is to install the officers. (Commander steps to the left and presents gavel to the Installing Officer.)

**INSTALLING OFFICER** – You are requested to remain silent during the Installation Ceremony. Conductor, please take your place to the right of the Altar.

**INSTALLING OFFICER** – The Adjutant will call the roll of new Officers, and as each one's name is called, they will take their place to the left of the Conductor.

**INSTALLING OFFICER** – The fact that you have been selected for office by the members of this Junior Auxiliary shows that they have confidence in you. We trust that you will fulfill the duties of your office to the best of your ability. Are you willing to assume the obligation of your office?

(Officers reply, I am.)

INSTALLING OFFICER – (\*\*Members stand)  
Place your right hand over your heart, pronounce your name and repeat after me, I,....., having been selected as an Officer of this Junior Auxiliary, do most solemnly pledge myself to faithfully perform all duties of the office I am about to enter. (You may lower your hands.)

INSTALLING OFFICER – Members of this Junior Auxiliary, I present to you the Officers of your choice. Conductor, escort these Officers to their stations.

INSTALLING OFFICER – Commander, I am pleased to turn over to you this gavel, the emblem of your authority.

JUNIOR AUXILIARY COMMANDER – (Makes appropriate response.)

## **JUNIOR AUXILIARY INITIATION OF NEW MEMBERS**

COMMANDER – We are now ready for the initiation. You are requested to remain silent during the ceremony.

COMMANDER – Conductor, take your place at the left of the Altar.

COMMANDER – The Adjutant will call the names of the candidates. As your name is called, you will take your place at the right of the Conductor.

COMMANDER – Are you willing to take the obligation of this Junior Auxiliary?

CANDIDATES – I am.

COMMANDER – (\*\*Members stand.) Place your right hand over your heart and repeat after me, using your name where I use mine; I, ....., solemnly promise I will always uphold the Constitution and Laws of the United States, and will always show proper courtesy to our Flag. I promise always to help any disabled veteran or members of their family, and I will do my best to be a loyal and worthy member of this organization.

COMMANDER – You may lower your hand.  
Raps (\*).

Commander asks new members to face audience – introduces them and asks them to be seated with the members.



## **DEDICATION OF COLORS (Suggested Ceremony)**

(Master of Ceremonies, if any, is introduced and given gavel. Distinguished guests are escorted to rostrum and introduced. Gavel is then presented to the presiding Officer for the purpose of dedication.)

**PRESIDING OFFICER:**

(Raps gavel three times, all rise)

"Conductor, please present the new colors to their proper position before the Altar."

**PRESIDING OFFICER:**

(Audience remains standing)

"Before us is the Flag of our country. The RED is symbolic of the blood from the hearts and wounds of the brave Americans who, through the years, have fought for their God, and their country. The WHITE signifies God's pure light which guides our great nation. The BLUE is fittingly, the color of the heavens. The stars are the bright diadem crowning truth and democracy, and the stripes illustrate the straight, unswerving path down which the dedicated men and women of the Armed Forces of America have marched, uprightly. The Star Spangled Banner is more than a Flag. Let us always be true to its ideals and worthy of its exalted traditions.

"Beside it are the colors of the Auxiliary. The DEEP BLUE denotes courage and patriotism. The EMBLEM of the Disabled American Veterans portrays Columbia bestowing a Knighthood of love and gratitude upon a kneeling injured soldier, who is symbolic of all branches of America's Armed Forces. May we always honor those disabled in service to our country. The mission of the Disabled American Veterans and its Auxiliary will not be accomplished until the needs of all wartime disabled and their dependents are fulfilled."

"The Chaplain will now lead us in prayer."

#### Suggested Prayer

"We thank Thee heavenly Father for the beauty of symbolism which has inspired us. For the response that warms our hearts when we look upon the beauty of our National Colors; Bless our Veterans and the members of their families and let us be ever mindful of their sacrifices for our country.

"In honoring our Flag, may we build up within ourselves honor and justice and integrity of life. Bless our America and make her Thine own messenger of righteousness and peace."

AMEN

(The National Anthem may be sung as a solo or in unison)

PRESIDING OFFICER:

"I now dedicate these colors in the name of .....Unit #..... Disabled American Veterans Auxiliary. Join me in saluting them."

"We will be led in the Pledge of Allegiance by the Patriotic Instructor."

**PRESIDING OFFICER:**

"Conductor, will you see that the newly dedicated Colors are posted." (When posted, rap once, seat audience.)

(Any appropriate music, poems, readings, may be used at the discretion of the Auxiliary followed by appropriate thanks to donors, and remarks by distinguished guests and Auxiliary Commander. After a brief recess, the regular meeting may be opened in accordance with opening ceremony.)

## **APPROVED FLAG CUSTOMS**

### **How to Display the Flag**

**Public Law 94-344 - 94th Congress, S.J. Res. 49**

**July 7, 1976**

To amend the joint resolution entitled "Joint resolution to codify and emphasize existing rules and customs pertaining to the display and use of the Flag of the United States of America." Resolved by the Senate and House of Representatives of the United States of America in Congress assembled. That the joint resolution entitled, "Joint resolution to codify and emphasize existing rules and customs pertaining to the display and use of the Flag of the United States of America," as amended (36 U.S.C. 171-178), is amended –

That the following codification of existing rules and customs pertaining to the display and use of

the Flag of the United States of America be, and it is hereby, established for the use of such civilians or civilian groups or organizations as may not be required to conform with regulations promulgated by one or more executive departments of the Government of the United States. "The Flag of the United States for the purpose of this chapter shall be defined according to title 4, United States Code, chapter 1, section 1 and section 2 and Executive Order 10834 issued pursuant thereto."

#### Sec. 6.

- (a) It is the universal custom to display the Flag only from sunrise to sunset on buildings and on stationary flagstaffs in the open. However, when a patriotic effect is desired, the Flag may be displayed 24 hours a day if properly illuminated during the hours of darkness.
- (b) The Flag should be hoisted briskly and lowered ceremoniously.
- (c) The Flag should not be displayed on days when the weather is inclement, except when an all-weather Flag is displayed.
- (d) The Flag should be displayed on all days, especially on New Year's Day, January 1; Inauguration Day, January 20; Martin Luther King Jr.'s, the third Monday in January; Lincoln's Birthday, February 12; Washington's Birthday, third Monday in February; Easter Sunday (variable); Mother's Day, second Sunday in May; Armed Forces Day, third Saturday in May; Memorial Day (half-staff until noon), the last Monday in May; Flag Day, June 14; Independence Day, July 4; Labor Day, first Monday in September; Con-

stitution Day, September 17; Columbus Day, second Monday in October; Navy Day, October 27; Veterans Day, November 11; Thanksgiving Day, fourth Thursday in November; Christmas Day, December 25; and such other days as may be proclaimed by the President of the United States; the birthdays of States (date of admission); and on State holidays.

- (e) The Flag should be displayed daily on or near the main administration building of every public institution.
- (f) The Flag should be displayed in or near every polling place on election days.
- (g) The Flag should be displayed during school days in or near every schoolhouse.

Sec. 7. The Flag, when carried in a procession with another flag or flags, should be either on the marching right; that is, the Flag's own right, or, if there is a line of other flags, in front of the center of that line.

- (a) The Flag should not be displayed on a float in a parade except from a staff, or as provided in subsection (i) of this section.
- (b) The Flag should not be draped over the hood, top, sides, or back of a vehicle or of a railroad train or a boat. When the Flag is displayed on a motorcar, the staff shall be fixed firmly to the chassis or clamped to the right fender.
- (c) No other flag or pennant should be placed above or, if on the same level, to the right of the Flag of the United States of America, except during church services conducted by

naval chaplains at sea, when the church pennant may be flown above the Flag during church services for the personnel of the Navy. No person shall display the Flag of the United Nations or any other national or international flag, equal, above, or in a position of superior prominence or honor to or in place of the Flag of the United States at the headquarters of the United Nations.

- (d) The Flag of the United States of America, when it is displayed with another flag against a wall from crossed staffs, should be on the right, the Flag's own right, and its staff should be in front of the staff of the other flag.
- (e) The Flag of the United States of America should be at the center and at the highest point of the group when a number of flags of States or localities or pennants of societies are grouped and displayed from staffs.
- (f) When flags of States, cities, or localities, or pennants of societies are flown on the same halyard with the Flag of the United States, the latter should always be at the peak. When the flags are flown from adjacent staffs, the Flag of the United States should be hoisted first and lowered last. No such flag or pennant may be placed above the Flag of the United States or to the United States Flag's right.
- (g) When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one

nation above that of another nation in time of peace.

- (h) When the Flag of the United States is displayed from a staff projecting horizontally or at an angle from the window sill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff unless the Flag is at half-staff. When the Flag is suspended over a sidewalk from a rope extending from a house to a pole at the edge of the sidewalk, the Flag should be hoisted out, union first, from the building.
- (i) When displayed either horizontally or vertically against a wall, the union should be uppermost and to the Flag's own right, that is, to the observer's left. When displayed in a window, the Flag should be displayed in the same way, with the union or blue field to the left of the observer in the street.
- (j) When the Flag is displayed over the middle of the street, it should be suspended vertically with the union to the north in an east and west street or to the east in a north and south street.
- (k) When used on a speaker's platform, the Flag, if displayed flat, should be displayed above and behind the speaker. When displayed from a staff in a church or public auditorium, the Flag of the United States of America should hold the position of superior prominence, in advance of the audience, and in the position of honor at the clergyman's or speaker's right as he faces the audience. Any other flag so displayed should be placed

on the left of the clergyman or speaker or to the right of the audience.

- (l) The Flag should form a distinctive feature of the ceremony of unveiling a statue or monument, but it should never be used as the covering for the statue or monument.
- (m) The Flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The Flag should be again raised to the peak before it is lowered for the day. On Memorial Day the Flag should be displayed at half-staff until noon only, then raised to the top of the staff. By order of the President, the Flag shall be flown at half-staff upon the death of principal figures of the United States Government and the Governor of a State, territory, or possession, as a mark of respect to their memory. In the event of the death of other officials or foreign dignitaries, the Flag is to be displayed at half-staff according to presidential instructions or orders, or in accordance with recognized customs or practices not inconsistent with law. In the event of the death of a present or former official of the government of any State, territory, or possession of the United States, the Governor of that State, territory, or possession may proclaim that the National Flag shall be flown at half-staff. The Flag shall be flown at half-staff, and the same authority is provided to the Mayor of the District of Columbia with respect to present or former officials of the District of Columbia and members of the Armed Forces from the District of Columbia. When the Governor of a state, territory, possession, or



the Mayor of the District of Columbia, issues a proclamation under the preceding sentence, that the National flag be flown at half-staff in that State, territory, or possession, or in the District of Columbia because of the death of a member of the Armed Forces, the National flag flown at any Federal installation or facility in the area covered by that proclamation shall be flown at half-staff consistent with that proclamation. The flag shall be flown at half-staff thirty days from the death of the President or a former President; ten days from the day of death of the Vice President, the Chief Justice or a retired Chief Justice of the United States or the Speaker of the House of Representatives; from the day of death until interment of an Associate Justice of the Supreme Court, a Secretary of an executive or military department, a former Vice President, or the Governor of a State, territory, or possession; and on the day of death and the following day for a member of Congress. The flag shall be flown at half-staff on Peace Officers Memorial Day, unless that day is also Armed Forces Day. As used in this subsection –

- (1) the term “half-staff” means the position of the Flag when it is one-half the distance between the top and bottom of the staff;
- (2) the term “executive or military department” means any agency listed under sections 101 and 102 of Title 5, United States Code; and
- (3) the term “Member of Congress” means a Senator, a Representative, a Delegate,

or the Resident Commissioner from Puerto Rico.

- (n) When the Flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder. The Flag should not be lowered into the grave or allowed to touch the ground.
- (o) When the Flag is suspended across a corridor or lobby in a building with only one main entrance, it should be suspended vertically with the union of the Flag to the observer's left upon entering. If the building has more than one main entrance, the Flag should be suspended vertically near the center of the corridor or lobby with the union to the north, when entrances are to the east and west or to the east when the entrances are to the north and south. If there are entrances in more than two directions, the union should be to the east.

Sec. 8. No disrespect should be shown to the Flag of the United States of America; the Flag should not be dipped to any person or thing. Regimental colors, State Flags, and organizational or institutional flags are to be dipped as a mark of honor.

- (a) The Flag should never be displayed with the union down, except as a signal of dire distress in instances of extreme danger to life or property.
- (b) The Flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.

- (c) The Flag should never be carried flat or horizontally, but always aloft and free.
- (d) The Flag should never be used as wearing apparel, bedding or drapery. It should never be festooned, drawn back, nor up, in folds, but always allowed to fall free. Bunting of blue, white, and red, always arranged with the blue above, the white in the middle, and the red below, should be used for covering a speaker's desk, draping the front of the platform and for decoration in general.
- (e) The Flag should never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.
- (f) The Flag should never be used as a covering for a ceiling.
- (g) The Flag should never have placed upon it, nor on any part of it, nor attached to it any mark, insignia, letter, word, figure, design, picture, or drawing of any nature.
- (h) The Flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.
- (i) The Flag should never be used for advertising purposes in any manner whatsoever. It should not be embroidered on such articles as cushions or handkerchiefs and the like, printed or otherwise impressed on paper napkins or boxes or anything that is designed for temporary use and discard. Advertising signs should not be fastened to a staff or halyard from which the Flag is flown.

- (j) No part of the Flag should ever be used as a costume or athletic uniform. However, a Flag patch may be affixed to the uniform of military personnel, firemen, policemen, and members of patriotic organizations. The Flag represents a living country and is itself considered a living thing. Therefore, the lapel Flag pin being a replica, should be worn on the left lapel near the heart.
- (k) The Flag, when it is in such condition that is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.

Sec.9. During the ceremony of hoisting or lowering the Flag or when the Flag is passing in a parade or in review, all persons present in uniform should render the military salute. All other persons present should face the Flag and stand at attention with the right hand over the heart, or if applicable, remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Citizens of other countries should stand at attention. All such conduct toward the flag in a moving column should be rendered at the moment the Flag passes.

Sec. 10. Any rule or custom pertaining to the display of the Flag of the United States of America, set forth herein, may be altered, modified, or repealed, or additional rules with respect thereto may be prescribed, by the Commander in Chief of the Armed Forces of the United States, whenever he deems it to be appropriate or desirable; and any such alteration or additional rule shall be set forth in a proclamation.

Title 36 United States Code. Sec. 301. National Anthem.

During rendition of the national anthem when the Flag is displayed, all present except those in uniform should stand at attention facing the Flag with the right hand over the heart. Men not in uniform should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Individuals in uniform should give the military salute at the first note of the anthem and maintain that position until the last note. When the Flag is not displayed, all present should face toward the music and act in the same manner they would if the Flag were displayed.

Title 4 United States Code. Sec. 4. Pledge of Allegiance. The Pledge of Allegiance to the Flag: "I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all." Should be rendered by standing at attention facing the Flag with the right hand over the heart. When not in uniform, men should remove any non-religious headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should remain silent, face the Flag, and render the military salute.

## DISABLED AMERICAN VETERANS AUXILIARY PAST NATIONAL COMMANDERS

First Natl. Convention June 26 - 30, 1922 San Francisco, California	Mrs. John Paul Jones (deceased) St. Paul, Minnesota
Second Natl. Convention June 25 - 30, 1923 Minneapolis, Minnesota	Mrs. Robert Renton (deceased) Walla Walla, Washington
Third Natl. Convention June 23 - 28, 1924 Salt Lake City, Utah	Ann E. Fouts (deceased) Colorado Spgs., Colorado
Fourth Natl. Convention June 22 - 27, 1925 Omaha, Nebraska	Estelle Patrick (deceased) Wichita, Kansas
Fifth Natl. Convention June 21 - 28, 1926 Atlanta, Georgia	Genevieve Brown (deceased) Minneapolis, Minnesota
Sixth Natl. Convention June 20 - 26, 1927 El Paso, Texas	Ann Fouts Weber (deceased) Colorado Spgs., Colorado
Seventh Natl. Convention June 25 - 30, 1928 Denver, Colorado	Violet Thomson (deceased) Kansas City, Missouri
Eighth Natl. Convention June 23 - 28, 1929 Detroit, Michigan	Cora Lambertson (deceased) Gainesville, Florida
Ninth Natl. Convention June 23 - 28, 1930 New Orleans, Louisiana	Re-elected
Tenth Natl. Convention June 22 - 27, 1931 Wilkes-Barre, Pennsylvania	Frieda Mooney Jones (deceased) Los Angeles, California
Eleventh Natl. Convention June 20 - 25, 1932 San Diego, California	Re-elected

Twelfth Natl. Convention June 24 - July 1, 1933 Cincinnati, Ohio	Re-elected
Thirteenth Natl. Convention June 30 - July 7, 1934 Colorado Springs, Colorado	Frances Connelly (deceased) Irvington, New Jersey
Fourteenth Natl. Convention July 14 - 19, 1935 New Haven, Connecticut	Re-elected
Fifteenth Natl. Convention July 20 - 25, 1936 Milwaukee, Wisconsin	Dolly Secord (deceased) Denver, Colorado
Sixteenth Natl. Convention July 31 - August 7, 1937 Columbus, Ohio	Re-elected
Seventeenth Natl. Convention August 13 - 20, 1938 Grand Rapids, Michigan	Lily Ginsberg (deceased) Philadelphia, Pennsylvania
Eighteenth Natl. Convention July 30 - August 5, 1939 Boston, Massachusetts	Re-elected
Nineteenth Natl. Convention August 24 - 31, 1940 Green Bay, Wisconsin	Barbara Spargur (deceased) Milwaukee, Wisconsin
Twentieth Natl. Convention August 9 - 16, 1941 Louisville, Kentucky	Re-elected
Twenty-first Natl. Convention 1942 Convention postponed	
Twenty-first Natl. Convention Sept. 17 - 20, 1943 New York, New York	Maudie Sargent (deceased) Kansas City, Missouri
Twenty-second Natl. Convention Sept. 12 - 15, 1944 Denver, Colorado	Re-elected

Twenty-third Natl. Convention Oct. 19 - 23, 1945 Chicago, Illinois	Beatrice Hogan (deceased) Cincinnati, Ohio
Twenty-fourth Natl. Convention Sept. 2 - 6, 1946 Portland, Oregon	Re-elected
Twenty-fifth Natl. Convention August 17 - 23, 1947 Las Vegas, Nevada	Josephine Jeths (deceased) Chicago, Illinois
Twenty-sixth Natl. Convention August 15 - 21, 1948 New York, New York	Re-elected
Twenty-seventh Natl. Convention August 14 - 20, 1949 Cleveland, Ohio	Henrietta Mills (deceased) Los Angeles, California
Twenty-eighth Natl. Convention August 13 - 20, 1950 San Francisco, California	Re-elected
Twenty-ninth Natl. Convention August 12 - 18, 1951 Milwaukee, Wisconsin	Thelma Feighner (deceased) Washington, D.C.
Thirtieth Natl. Convention August 10 - 16, 1952 Boston, Massachusetts	Isabelle Martone (deceased) Waterbury, Connecticut
Thirty-first Natl. Convention August 23 - 29, 1953 Kansas City, Missouri	Catherine Early (deceased) Dallas, Texas
Thirty-second Natl. Convention August 15 - 20, 1954 Miami Beach, Florida	Mae Holmes (deceased) Detroit, Michigan
Thirty-third Natl. Convention August 14 - 20, 1955 Des Moines, Iowa	Helen Heckler (deceased) Albuquerque, NM
Thirty-fourth Natl. Convention August 19 - 25, 1956 San Antonio, Texas	Helen Ishmael (deceased) Kansas City, Missouri



Thirty-fifth Natl. Convention August 18 - 24, 1957 Buffalo, New York	Vi Hoffman (deceased) Glendale, California
Thirty-sixth Natl. Convention August 10 - 16, 1958 Louisville, Kentucky	Jeannette Peterson (deceased) Minneapolis, Minnesota
Thirty-seventh Natl. Convention August 16 - 22, 1959 Miami Beach, Florida	Florence Green (deceased) Kalamazoo, Michigan
Thirty-eighth Natl. Convention August 21 - 27, 1960 Seattle, Washington	Lucille McCarthy Newtonville, Massachusetts
Thirty-ninth Natl. Convention August 23 - 26, 1961 St. Louis, Missouri	Carrie Lawson (deceased) Wichita, Kansas
Fortieth Natl. Convention August 20 -24, 1962 Atlantic City, New Jersey	Christine Ware (deceased) Memphis, Tennessee
Forty-first Natl. Convention August 19 - 25, 1963 Miami Beach, Florida	Mildred Taylor (deceased) San Jose, California
Forty-second Natl. Convention August 17 - 21, 1964 Phoenix, Arizona	Mary Wright (deceased) Baltimore, Maryland
Forty-third Natl. Convention August 1 - 6, 1965 New Orleans, Louisiana	Margaret Burke (deceased) Stillwater, Minnesota
Forty-fourth Natl. Convention August 8 -12, 1966 New York, New York	Peggy Ramsey (deceased) Houston, Texas
Forty-fifth Natl. Convention July 31 - August 4, 1967 Denver, Colorado	Viola Green (deceased) Seattle, Washington
Forty-sixth Natl. Convention August 18 - 23, 1968 Philadelphia, Pennsylvania	Marie Waldman (deceased) Miami, Florida

Forty-seventh Natl. Convention August 25 - 29, 1969 Miami Beach, Florida	Margaret D'Angelo (deceased) Metairie, Louisiana
Forty-eighth Natl. Convention July 26 - August 1, 1970 Los Angeles, California	Pauline Wright (deceased) Arvada, Colorado
Forty-ninth Natl. Convention August 8 - 13, 1971 Detroit, Michigan	Helen Davis (deceased) Macon, Georgia
Fiftieth Natl. Convention August 20 - 25, 1972 St. Louis, Missouri	Nelda Koontz Wilson (deceased) Decatur, Illinois
Fifty-first Natl. Convention August 12 - 18, 1973 Miami Beach, Florida	Dorothy Van Hoy (deceased) Independence, Missouri
Fifty-second Natl. Convention August 4 - 10, 1974 New Orleans, Louisiana	Marjorie Maguire (deceased) Kensington, Maryland
Fifty-third Natl. Convention August 30 - Sept. 3, 1975 Honolulu, Hawaii	Mary Beth Schulze Alliance, Ohio
Fifty-fourth Natl. Convention August 1 - 6, 1976 Miami Beach, Florida	Thelma Williamson (deceased) Arlington, Virginia
Fifty-fifth Natl. Convention July 10 - 15, 1977 Las Vegas, Nevada	Marjorie Vincent (deceased) Alhambra, California
Fifty-sixth Natl. Convention August 13 - 18, 1978 San Francisco, California	Florence Valgardson (deceased) Provo, Utah
Fifty-seventh Natl. Convention July 15 - 20, 1979 Boston, Massachusetts	Maurine Pederson Kansas City, Missouri
Fifty-eighth Natl. Convention July 25 - 29, 1980 Honolulu, Hawaii	Maria Tedrow (deceased) Waynesburg, Pennsylvania

Fifty-ninth Natl. Convention July 12 - 17, 1981 Miami Beach, Florida	Betty Hall Houston, Texas
Sixtieth Natl. Convention July 18 - 23, 1982 Las Vegas, Nevada	Eva B. Rodgers (deceased) Denver, Colorado
Sixty-first Natl. Convention July 31 - August 4, 1983 Los Angeles, California	Florence E. Daley (deceased) Boston, Massachusetts
Sixty-second Natl. Convention August 26 - 30, 1984 Washington, D.C.	Sally Wilton (deceased) Phoenix, Arizona
Sixty-third Natl. Convention July 21 - 25, 1985 New Orleans, Louisiana	Betty Wimmer Wausau, Wisconsin
Sixty-fourth Natl. Convention July 20 - 24, 1986 Reno, Nevada	Loneita Shoemaker (deceased) Little Rock, Arkansas
Sixty-fifth Natl. Convention August 16 - 20, 1987 Atlanta, Georgia	Katherine E. Pearson (deceased) No. Mankato, Minnesota
Sixty-sixth Natl. Convention July 23 - 28, 1988 Dallas, Texas	Rose Marie Schilpp (deceased) Independence, Missouri
Sixty-seventh Natl. Convention July 29 - August 3, 1989 Las Vegas, Nevada	Shelia C. Allred (deceased) Raleigh, North Carolina
Sixty-eighth Natl. Convention July 28 - August 2, 1990 Anaheim, California	Myrtice R. Vinson Macon, Georgia
Sixty-ninth Natl. Convention July 27 - August 1, 1991 New Orleans, Louisiana	Claudia R. Roy West Chesterfield, N.H.
Seventieth Natl. Convention August 1 - August 6, 1992 Reno, Nevada	Barbara A. Maldet Camp Hill, Pennsylvania

Seventy-first Natl. Convention August 14 - 19, 1993 San Francisco, California	Bonita H. Newell (deceased) Denver, Colorado
Seventy-second Natl. Convention August 20 - 25, 1994 Chicago, Illinois	Jane A. Troutman Concord, North Carolina
Seventy-third Natl. Convention July 22 - 27, 1995 Las Vegas, Nevada	Barbara L. Hicks (deceased) Columbus, Ohio
Seventy-fourth Natl. Convention July 27 - August 1, 1996 New Orleans, Louisiana	Margaret E. Hass Bowbells, North Dakota
Seventy-fifth Natl. Convention August 16 - 21, 1997 Las Vegas, Nevada	Evelynne Dunn (deceased) Las Vegas, Nevada
Seventy-sixth Natl. Convention August 22 - 27, 1998 Las Vegas, Nevada	Evelyn B. Dorsey (deceased) Washington, D.C.
Seventy-seventh Natl. Convention August 21 - 26, 1999 Orlando, Florida	Paula K. Raymond Alton, Illinois
Seventy-eighth Natl. Convention August 19 - 24, 2000 Reno, Nevada	Carol A. Gray (deceased) Grand Rapids, Michigan
Seventy-ninth Natl. Convention July 28 - August 2, 2001 Miami, Florida	R. Renée Jones Gastonia, North Carolina
Eightieth Natl. Convention August 10 - 14, 2002 Dallas, Texas	Linda A. Trulio Maywood, New Jersey
Eighty-first Natl. Convention August 15 - 19, 2003 New Orleans, Louisiana	Janet W. Bennett (deceased) Reno, Nevada

Eighty-second Natl. Convention July 31 - August 3, 2004 Reno, Nevada	Gertrude E. Tidwell Atoka, Oklahoma
Eighty-third Natl. Convention August 14 - 17, 2005 Las Vegas, Nevada	Judy M. Steinhouse Fargo, North Dakota
Eighty-fourth Natl. Convention August 12 - 15, 2006 Chicago, Illinois	Donna M. Tanner Lynn, Massachusetts
Eighty-fifth Natl. Convention August 11 - 14, 2007 New Orleans, Louisiana	Kathryn A. Wiley Soap Lake, Washington
Eighty-sixth Natl. Convention August 9 - 12, 2008 Las Vegas, Nevada	Sandra J. Dobmeier Grand Forks, North Dakota
Eighty-seventh Natl. Convention August 22 - 25, 2009 Denver, Colorado	Kay Egan (deceased) Lehigh Acres, Florida
Eighty-eighth Natl. Convention July 31 - August 3, 2010 Atlanta, Georgia	Susan M. Henry Memphis, Tennessee
Eighty-ninth Natl. Convention August 6 - 9, 2011 New Orleans, Louisiana	Patti Rapisand Benbrook, Texas
Ninetieth Natl. Convention August 4 - 7, 2012 Las Vegas, Nevada	Donna M. Adams Glendale, Arizona
Ninety-first Natl. Convention August 10 - 13, 2013 Orlando, Florida	Susan K. Miller Las Animas Colorado
Ninety-second Natl. Convention August 7 - 12, 2014 Las Vegas, Nevada	LeeAnn B. Karg Dassel, Minnesota

Ninety-third Natl. Convention August 6 - 11, 2015 Denver, Colorado	Linda S. Stake (deceased) Heber Springs, Arkansas
Ninety-fourth Natl. Convention July 31 - August 3, 2016 Atlanta, Georgia	Frances J. Costa North Attleboro, Mass.
Ninety-fifth Natl. Convention July 29 - August 1, 2017 New Orleans, Louisiana	William Craig Johniken Lufkin, Texas

## **DISABLED AMERICAN VETERANS AUXILIARY PAST NATIONAL JUDGE ADVOCATES**

1927-1928	Jennie Devlin Illinois
1928-1931	Genevieve Brown, PNC Minnesota
1931-1938	Violet Thomson, PNC Missouri
1938-1941	Dolly Secord, PNC Colorado
1941-1965	Adelaide Irwin California
1965-1967	Beatrice Hogan, PNC Maryland
1967-1986	Lucille McCarthy, PNC Florida
1986-1988	Evelyn Ramirez California
1988-1990	Lelia McGinnis California
1990-Feb. 1992	Elizabeth Diestler Iowa
Feb. 1992-Aug. 1992	Lucille McCarthy, PNC Florida
1992-2005	Shelia C. Allred, PNC North Carolina
2005-2010	Carol A. Gray, PNC Michigan
2010-2013	Kathryn A. Wiley, PNC Washington
2013-2015	Carol A. Gray, PNC Michigan
2015-2018	Donna Adams, PNC Arizona

## **DISABLED AMERICAN VETERANS AUXILIARY PAST NATIONAL ADJUTANTS**

1922-1925	Genevieve Brown, PNC Minnesota
1925-1927	Marguerite Atkins Minnesota
1927-1928	Ivy E. Guseman Colorado
1928-1965	Ann Fouts Weber, PNC Colorado
1965-1986	L. Kit Seal Feighner Ohio
1986-2008	Maria M. Tedrow, PNC Ohio
2008-2014	Judy Hezlep Ohio



## NOTES

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