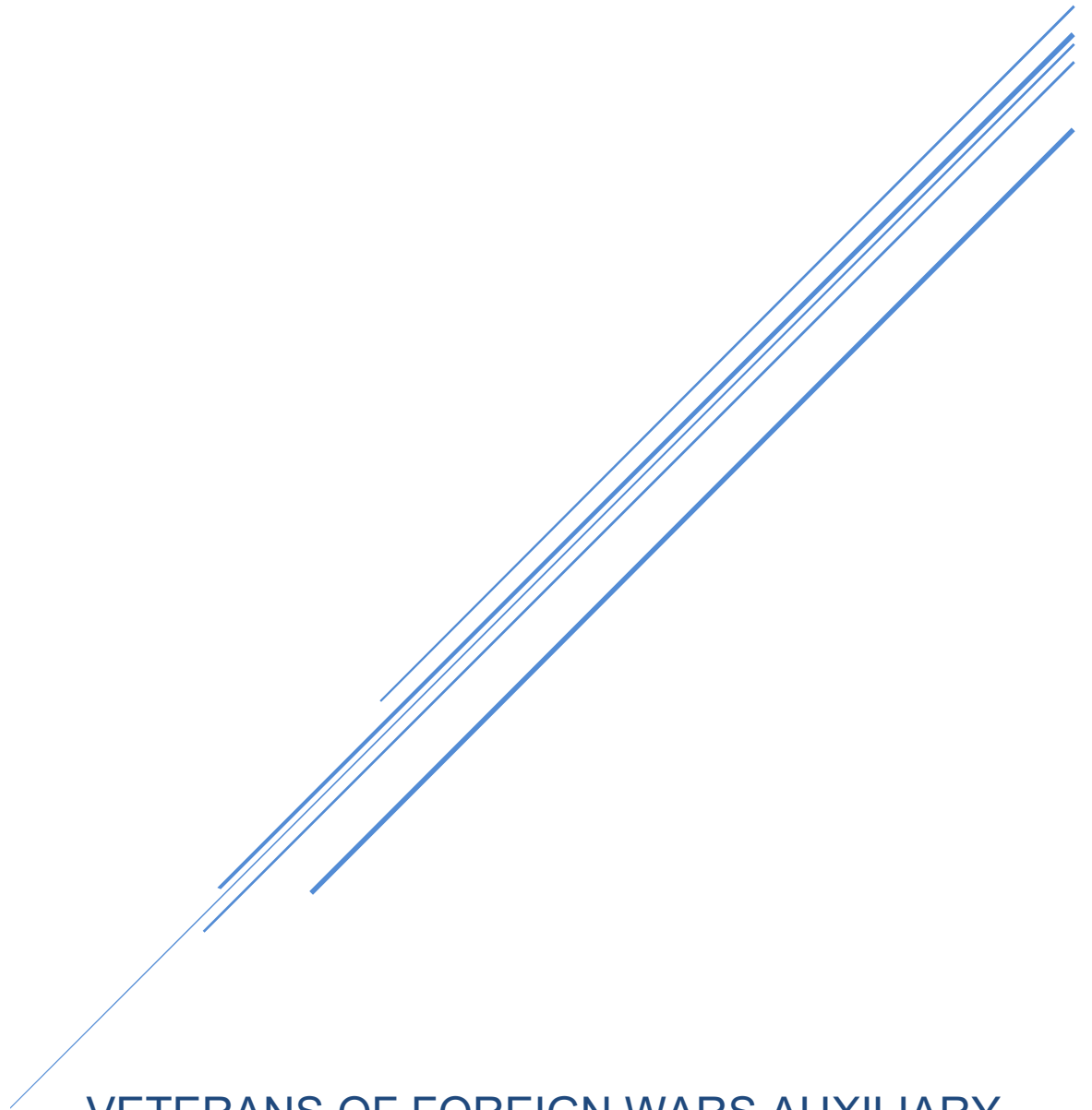


GUIDEBOOK



VETERANS OF FOREIGN WARS AUXILIARY
DEPARTMENT OF ILLINOIS

DEPARTMENT OF ILLINOIS VETERANS OF FOREIGN WARS AUXILIARY, INC.

PURPOSE: The purpose of the Guidebook is to capture the expectations and best practices of the Department of Illinois “office” and Department Officers. It is not a secondary “Bylaw”, it is a guide whereby the standards of practice are measured or in part to set policy.

PROCEDURES: Since the Department of Illinois does not have a brick-and-mortar office, the Department President, Secretary, and Treasurer use their homes as their “office” location.

All Officers

Since you have made a commitment to the Auxiliary to fulfill the duties of your office, not all that you will do for the Auxiliary can be compensated. The entrusted equipment, records, and materials in your possession should be kept with extreme care. One should take care of this property in such a manner that when passed to their successor, it is not tainted with cigarette smoke, dirt, grime, or destroyed. If such materials are unpresentable to the successor, the Officer last in possession will replace the property without charge to the Department of Illinois or at their expense for the professional cleaning.

Department Office Hours: As approved by the Department President

Department “Office” as pertaining to the Secretary and Treasurer of the Department

Hours: The Department Secretary and Treasurer positions are part-time salaried positions. The hours of operation will vary depending on the work (outside employment) schedules of the individuals and the various Department and National deadlines.

The Secretary and Treasurer will be available Monday – Friday, with exception of the holidays listed or per the Department President’s approved schedule, to answer/return phone calls, respond to emails, and process work as described under the duties of the office.

Voice mail and emails will be available at all times so the National Office and Officers, Department Officers, and members may leave messages. Calls and emails are returned as soon as possible and are subject to the level of priority. Priority is given to all National related concerns.

Applicable Staff: Department Secretary
Department Treasurer
May include Department Assistant Secretary
May include Department Assistant Treasurer
May include additional Clerical Help as needed and approved by the Department President

Holidays Observed* by Staff:

New Year's Eve	Independence Day	Friday after Thanksgiving
New Year's Day	Labor Day	Christmas Eve
President's Day	Columbus Day	Christmas Day
Good Friday	Veterans Day	
Memorial Day	Thanksgiving Day	

*If the holiday falls on Saturday, the Secretary and Treasurer would be off on Friday; if the holiday falls on Sunday, they would be off on Monday.

Payroll for Secretary and Treasurer

The Department President will be notified before the Department Secretary or the Department Treasurer plans to be unavailable for work and notified immediately upon any illness that will cause the Secretary or Treasurer to be unavailable.

In addition to the budgeted salary for the Secretary and Treasurer, pay periods shall be on the 15th and last business day of each month. If the 15th falls on a weekend, the pay period will be the Friday prior.

In the event of an extended absence, longer than two (2) weeks, of either the Department Secretary or Treasurer, the time off would be without compensation. Should an extended absence occur, the Department President shall appoint, at his/her discretion, the Assistant Secretary, Assistant Treasurer, or another member to perform the duties of the absent officer until he/she is able to return to work. The appointed member will receive a salary of \$10.00 per hour.

Utilities

Since the Secretary and Treasurer (only) perform their duties from their home offices allocations for each officer to receive compensation monthly for utilities (including gas, electricity, phone, and internet).

Assistant Secretary and Treasurer

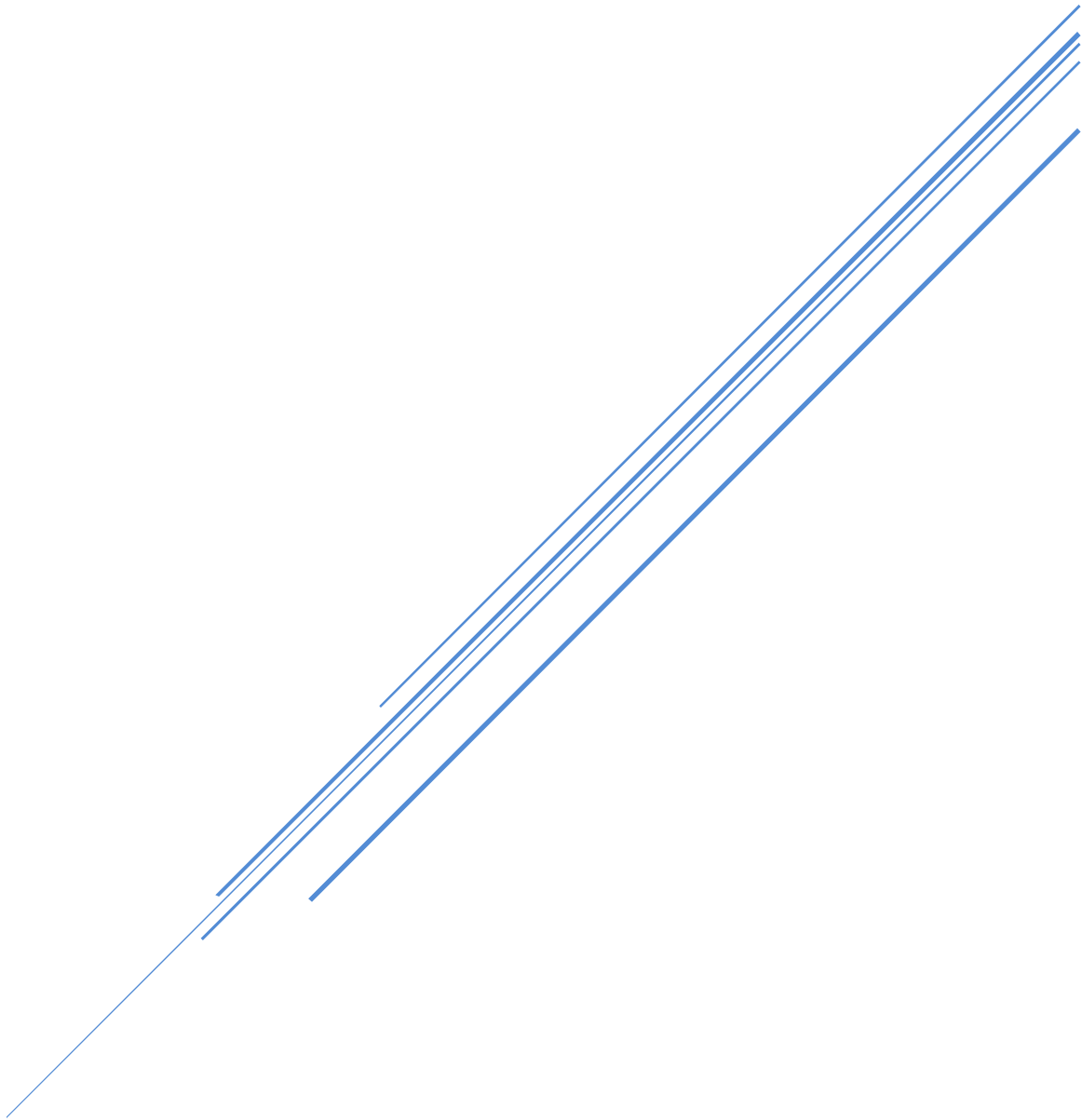
Pay periods shall be on the 15th and last business day of each month. **If the 15th falls on a weekend, the pay period will be the Friday prior.** The Department President is to receive a report detailing the hours worked by the Assistant Secretary, Assistant Treasurer, or clerical help, and give approval.

The Department Assistant Secretary and/or Department Assistant Treasurer is to receive Council of Administration expenses when assigned by the Department President to that specific Council meeting and approved by the Council.

If the Department Secretary and/or Treasurer use clerical help, said help will submit a timesheet regarding hours and be compensated \$10.00/per hour.

SECTION I

BOARD OF DIRECTORS



VETERANS OF FOREIGN WARS AUXILIARY
DEPARTMENT OF ILLINOIS

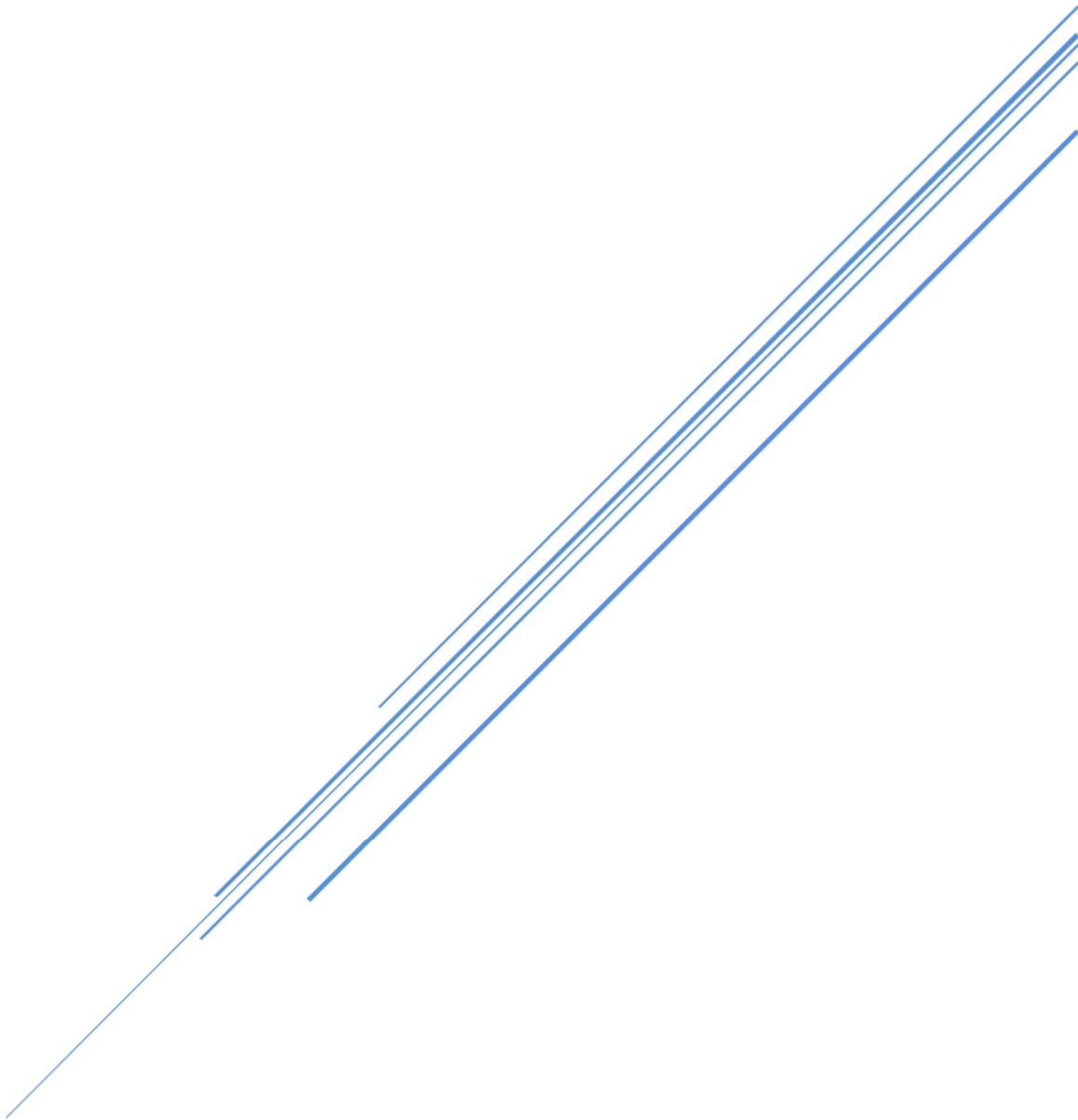
Department of Illinois VFW Auxiliary, Inc. and Board of Directors

Department of Illinois VFW Auxiliary, Inc. will hold a Board of Directors meeting once a year at the October/November Council meeting. The Board of Directors will be elected at this meeting and will consist of the current Line Officers to include the Jr. Past Department President, Past National President(s) from Illinois, and National Council Member from Illinois.

The Illinois Secretary of State's office mails documents yearly (December) for the Annual Report. This is mailed to the Department Treasurer who will complete the form and forward it with filing fees to the Secretary of State.

SECTION II

DEPARTMENT OFFICERS



VETERANS OF FOREIGN WARS AUXILIARY
DEPARTMENT OF ILLINOIS

PRESIDENT

Reference ARTICLE VIII OFFICERS Section 809A-809D-810-810D Department President of the Bylaws.

Remember last year all the thoughts, ideas, drive, determination, and dedication built up inside you? Well, this is the time to release them! Explode! Walk into this position and accept the gavel from your installing Officer knowing the choices and decisions you made were the right ones. Be confident this year the Department of Illinois Veterans of Foreign Wars of the United States Auxiliary will achieve our goals.

The success of the Department of Illinois depends upon the President's leadership, goals, attention to detail, and consideration for the members of the Auxiliaries and the organization. Positive leadership is the key to success and as President; you are the cornerstone of our organization. No one has a greater impact on our success than you. You set the tone for the year, providing inspiration, guidance, supervision, and advice. You must be dedicated, well-informed, and sympathetic.

President is the highest elective office and the officers, chairmen, and members will look to him/her to initiate programs, give instructions, inspire, and encourage. He/she must "start things" and "see them through". He/she must study constantly and be alert to every phase of the National and Department programs, as well as, to the needs of the Comrades, Auxiliary members, and the community, and, above all, must be available TO ALL OUR MEMBERS.

Your duties are far greater than those prescribed in our Bylaws. You do not merely preside over meetings and attend functions. A self-assured President knows how to delegate authority without relinquishing it. Do not attempt to micro-manage; you cannot do everything yourself, so you must assign duties to the members of your team. Your job is one of service and you must be prepared to give the job all the time and effort you can give. It is crucial that you make decisions in a kind but firm manner.

When at home and on the phone regarding a problem, situation, or conversation with Line Officers, District President, Auxiliary President, or member, they should always have your full attention. Take notes during your conversation, date the note, and work to resolve the problem or request. Before making decisions, take time to think through the question. If you do not know the answer, simply explain that you will get the information and relay it to the person asking. If you make a mistake, do not be afraid to admit it. **DO NOT give inaccurate information!** Answer your correspondence promptly and do not procrastinate!

You will need to keep your Line Officers informed of any problems, on all levels, at all times. Historically, the Line Officers have met before the convening of each Council meeting and at various functions.

Throughout the year, never fail to show your appreciation. One can never say, "Thank you!" too much.

Choosing your Chairmen

The Department historically was judged primarily by the work accomplished under the various chairs. Therefore, you, as Department President, need to keep in touch with your Department Chairmen, encourage them; ask how you can help, and let them know they can come to you with ideas or problems. It is all a team effort.

The President has the authority to appoint and remove the chairmen. Competent Chairmen's performances reflect on you so choose individuals who are interested in their programs, possess good program knowledge, and are willing to promote and sell the program activities to others.

Follow up on your appointments; never assume the work is being done. You should follow up with the National Ambassadors to determine if the Department Chairmen are properly corresponding with them. If appointees fail to function, the President should immediately seek out the reason and try to correct the situation. If the correction cannot be made or the chair is not performing assignments properly, relieve him/her of his/her duties and make a new appointment.

Official Visit to Districts within Department

According to Section 810D Department President

- The Department President should visit a meeting in each District of the Department at least once during the year.
 - The Department President may attend other meetings or functions within the same District. However, such visits do not constitute an "official visit".
 - If travel is limited due to government restrictions or a natural disaster, the Department President may attend a District Meeting remotely using current technology.
- The Department President shall conduct an annual official visit of all Auxiliaries not in a District.
 - If the Department President is unable to conduct the annual official visit, a representative may be assigned,
 - It is suggested that this representative be a line office or a past department president if available.

Hospital Conference

The Department President will select a location and work with the Events Coordinator on arrangements for the Hospital Conference. The Department Secretary will send a letter to the Representatives and Deputies advising them of the conference and hotel accommodations.

This conference may be held using available technology if an in-person meeting is not feasible.

Council of Administration Meetings

The Department President, if he/she chooses, may request a National Representative for all Council meetings. The National Council Member customarily must make his/her official visit to the Department at a Council meeting once during the Auxiliary year. The request for the National Representative's official visit must be made to National Headquarters at least 90 days in advance of desired Council meeting.

Conduct your Council of Administration Meetings in an orderly manner. Be prepared. Preparation builds confidence. Review previous minutes to see if there is old business to bring up, and to gather background information. Prepare your agenda and stick to it. Notify everyone who is expected to report, clarify what you expect; and explain how much time will be allotted.

Agenda Reminders

June

At the close of Convention, there will be a short meeting of the Council of Administration to vote on the following and then adjourn:

- Do Roll Call of Officers

- Motion to allow for expenses and Chairmen Awards until the budget is approved; a motion to accept the Department President's Special Project and to make any necessary motions.
- Short meeting on any other pertinent information

This will allow time to join the VFW in a timely manner at the Commander and President's Reception. All other formal business will be covered at the July/August Council of Administration meeting.

July/August

- Motion for Sr. Vice to formulate plans for his/her year as President.
- Depending on the date of the Council meeting, National appointments may still be from the previous year.
- Budget for the current year will be presented.
- Depending on the date of the meeting, the final budget from the previous year may be available for finalization.
- Official visit of the National Council Member
- Meeting for National President's Visit.
- VFW Auxiliary Department Line Officers customarily visit the VFW meeting at a Council of Administration meeting (with the National President, if his/her visit is at this time). The Council of Administration meeting during which this visit occurs will be at the discretion of the Department President and State Commander. The Department President shall notify the State Commander and Quartermaster in writing 60 days prior to the requested visit date.

October/November

- Final Year End Budget for the previous year if not presented at the second council meeting.
- Presentation of Awards from the National Convention. (May also be presented at the second Council meeting)
- Hold Corporation Meeting
- Hold National President's Visit meeting.
- Hold Guidebook committee meeting in even years in preparation for presentation at Feb. meeting.

February

- Every second year, the Guidebook updates will be reviewed and approved.
- In the event the Department President is unable to attend the February Council meeting due to a conflicting date with the National Mid-Year Conference, the Sr. Vice President will preside over the meeting and fulfill the duties of the President at the Voice of Democracy Banquet.
- The Department President will appoint a pro-tem Jr. Vice President for this meeting (if applicable)

June

- Have District Presidents comment on their year.
- Have District Presidents introduce the incoming District President.
- National Representative to address Council.

Newsletters/Bulletins

The Department President should send out a minimum of four (4) “Newsletters/bulletins” or Special Orders during his/her term of office. This may change contingent on what the National President may advise during that year.

- Department Newsletter/bulletins need not be sent monthly. However, newsletters/bulletins should be used as a means of communication between the Auxiliaries and the Department.
- Important information from National Headquarters should be relayed to the Auxiliaries through newsletters/bulletins.
- Newsletters/bulletins should not be lengthy – they should be as brief and concise as possible to hold the interest of the members.
- Newsletters/bulletins will be sent via email unless the Auxiliary does not have email access or specifically requests they be mailed.

The April Newsletter/bulletins packet is scheduled to be information about Convention: Warrant and Installation Report, delegate and alternate forms, Delegate Fee Invoice, Convention Appointments, etc. No bulletins will be required of the Department Chairmen for the April Newsletter/bulletins unless otherwise discussed or determined by or with the discretion of the Department President.

The April Newsletter/bulletins should also contain information about the 45-year Plus Members for purpose of presentation at the Department Convention. Information on whom to submit the names of Gold Star Parents or Mothers who will be attending Joint Memorial Services will be provided.

Credit Card

The use of the credit card by the Department President is to be for official travel and/or housing on official visits, or office supplies as needed. Although the credit card lists all expenses incurred by the President, along with the time and date of the transaction, it is necessary for the Department President provide monthly receipts to the Department Treasurer.

Department Convention

The President will work with the Events Coordinator in preparation for the annual Convention meeting. The Events Coordinator will make all necessary arrangements for sleeping room accommodations, meeting accommodations, and dinner arrangements for the Council Dinner if held at Convention. The Events Coordinator is the point of contact between the hotel and you.

The #2 PDP (next to the senior member of the Past Department Presidents on Council) will host a Cocktail Party for the senior Past Department President on Council and Department President. The Cocktail Party is for the Council of Administration members and all Past Department Presidents.

Council of Administration Meetings

The Events Coordinator will supply the Secretary with the necessary/required information for making hotel reservations. The Secretary will forward the information to the Council of Administration so all can make their own hotel reservations.

National Events

You need to make your own travel plans and arrangements for National Convention, National President's Homecoming, and Illinois Day at National Home, Big Ten Conference, Freedom Celebration, Mid-Year Conference, and Washington Conference.

VFW Auxiliary functions on all levels or other National functions such as the Commander in Chiefs' Homecoming are optional and at your discretion.

Mid-Year Conference

The National President selects the location for the Mid-Year Conference. This Conference is to obtain current information on our programs from our National Ambassadors. It is a wonderful opportunity to travel and enjoy time with other members. Any member can attend this conference. Preparations may need to be evaluated when planning the budget for the incoming year as the Budget provides for the Department President's travel accommodations.

The *Department President's* "Night on the Town" and Membership Medallion Ceremony can take place during the same time as the Mid-Year Conference, this is at the discretion of the National President.

National President's Visit

The Department President appoints a Visit Chairman. The Department President works closely with the Visit Chairman and Events Coordinator to prepare, plan, and set forth arrangements for the official visit.

There may be a reception/cocktail party before the Council's departure for dinner (either at an outside location or within the hotel). The Department President hosts the reception and may invite other guests to the reception and/or dinner at his/her discretion (i.e., Department Commander, Commander in Chief, etc.). The Chairman of the National President's Visit Committee always invites all Past Department Presidents to this function. (Also see the "National President's Visit" section in this Guidebook for further details.)

District President's Night on the Town (Scheduling)

It has been customary that the District Presidents be honored with a "Night on the Town" in conjunction with a Council of Administration meeting, typically in either February or June. The date of this event is at the discretion of the Department President with consideration being given to National programs, requirements, and travel.

Gifts

In the budget there is a provision made for a gift for the National President's Celebration, obtain the check from the Department Treasurer so you can enclose it in a card for purpose of presentation at the National President's Celebration.

In the budget, there is a provision made for a gift for the Department Commander to be presented at Department Convention. The money allotted can be given as a monetary gift or a gift can be purchased for purpose of presentation. Arrange with the Department Treasurer regarding how you want to handle this gift.

President with Hospital Chairman Official Visit to Illinois VA facilities

As President, the remaining facilities in the State of Illinois will be visited along with the Hospital Chairman; Edward Hines, Jesse Brown (formerly West Side), Captain James A. Lovell Federal

Health Care Center (formerly North Chicago), VA Illiana Medical Center (aka Danville), and Marion VA.

SR. VICE PRESIDENT

Reference ARTICLE VIII OFFICERS Section 811 Vice Presidents of the Bylaws.

You are in preparation for your year as Department President. A motion at the July/August Council of Administration to allow you to formulate your year is made on the Council of Administration floor. Making appointments, choosing a theme, selecting a President's Pin, as well as answering your correspondence from National; are all part of formulating your plans for the ensuing year. A formal letter to your appointees should be sent inviting them to accept your appointment by a specified response date.

Foremost, always keep the thought of how to better the Department of Illinois, not yourself. Never lose sight of how you can assist the Veterans of Foreign Wars and VFW Auxiliary members.

Since 1997, in preparation for your year, the incoming Department President has held separate Conferences for the Department Chairmen and the Incoming District Presidents. All required and necessary information for the success of the Chairmen is **compiled**, reviewed, discussed, questioned, improved, changed, or whatever for the betterment of the program and plans for the ensuing year.

In preparation for your year as President

Chairmen's Conference

The Department Sr. Vice President will set up a remote meeting using current technology and will work with the Department Secretary to secure the arrangements and advise the Incoming Department Secretary, if different from the current Department Secretary, of the necessary information for the letter advising the Chairmen of the meeting date and login information. A letter is sent to the appointed chairmen by order of the Senior Vice President.

Incoming District President's Conference

The Department Sr. Vice President will select a central location for the incoming District President's Conference and work with the Events Coordinator, and/or incoming Department Secretary, to make the necessary arrangements. Suggested locations are Springfield, Lincoln, or Bloomington. A letter will be sent to the Incoming District Presidents advising them of the conference place, date, and how to secure hotel accommodations. The letter is sent by the order of the Sr. Vice President. This conference may be held in conjunction with the VFW's Incoming District Commanders Conference. Mileage will only be provided to the driver. Overnight accommodations are at the members' expense.

Chief of Staff Conference

The Department Sr. Vice President will set up a remote meeting using current technology and will work with the Department Secretary to secure the arrangements and advise the Incoming Department Secretary, if different from the current Department Secretary, of the necessary information for the letter advising the Chief of Staff and Deputy Chiefs of Staff of the meeting date and login information. A letter is sent to the appointed Chief of Staff and Deputy Chiefs of Staff by order of the Senior Vice President.

Hospital Conference

The Department Sr. Vice President will select a location and work with the Events Coordinator on arrangements for the Hospital Conference. The Department Secretary, or the incoming Department Secretary, will send a letter to the Representatives and Deputies advising them of the conference and hotel accommodations.

During your year as Sr. Vice President

Miscellaneous

As Sr. Vice, you are invited by National to attend the Sr. Vice President's Conference.

June Council of Administration Meeting

As Sr. Vice President, one of your first duties is to collect for the Department President's Homecoming gift. (\$40.00 from the Sr. Vice, Jr. Vice, Junior Past Department President, and National Council Member; \$20.00 from the Secretary, Treasurer, Chaplain, Conductor/Conductress, Guard, and Chief of Staff. If the Secretary and Treasurer Office changed in the future to one person, \$40.00 would be given.)

National Mid-Year Conference

Make every attempt to attend to familiarize yourself with the proceedings for the following year. In the event that the Mid-Year Conference is the same weekend as the fourth Council of Administration Meeting, the Sr. Vice President will become the presiding officer allowing the President to attend the Conference.

Department Convention

The President customarily appoints the Sr. Vice President to present the Past Department Presidents at the annual VFW Auxiliary State Convention.

JR. VICE PRESIDENT

Reference ARTICLE VIII OFFICERS Section 811-Vice Presidents of the Bylaws.

In 2015, National held its last Jr. Vice's Conference at National Headquarters. At the discretion of the standing Jr. Vice President, she opted to hold a long Sr. Vice Conference at National Headquarters before their President's term. In the future, this may change at the discretion of the National Line Officers for their respective term(s).

Jr. Vice President with Hospital Chairman and/or Co-Chairman visiting Illinois Veterans' Homes with Illinois Representative

The Jr. Vice President, during his/her term of office, will coordinate with the Hospital Chairman and/or Co-Chairman about making his/her official visit to the five Illinois Veterans' Homes where Illinois has representation; Anna, LaSalle, Manteno, Chicago, and Quincy.

Visit to VFW National Home

The National VFW Auxiliary has held a VFW National Home orientation session for the Department Junior Vice Presidents. You are encouraged to attend this meeting.

At the discretion of the standing National Jr. Vice President, a short (approximately half-day) mini-conference may be held during your VFW National Home Visit

SECRETARY

Expectations of Department Secretary

Please note ARTICLE VIII OFFICERS, Section 812-D-Department Secretary of Bylaws.

ASSIGNMENT

The Secretary is appointed to serve on each committee named by the Department President.

The Secretary will handle all correspondence in relation to the Council of Administration meetings, National President's Visit, Department Convention, and other appointed committee assignments.

The Department President must approve all correspondence holding the signature of the Department President before its mailing.

The Secretary will advise the President of any calls received regarding matters that require the Department President's attention.

Assist the Department President with the agenda and outline for Council Meetings and the Department Convention.

CORRESPONDENCE

Departments are to keep an open line of communication between the Department and the Auxiliaries as current and up to date as possible through communications such as e-blasts, newsletters special notices, and through Facebook posts. The Department of Illinois VFW Auxiliary will do a newsletter-type format to include Auxiliary, National, and Department news, information, and Department Chairmen bulletins for their respective programs. The Newsletter is mailed/emailed as close to the 25th of the month prior to the month for which it has been written.

NEWSLETTERS/BULLETINS

At the discretion of the Department President and requirement by National scheduled Newsletters (including all Program Bulletins) are to be mailed/emailed to the full Council of Administration, Past Department Presidents, Department Chairmen, Appointed Department Officers, Hospital Representatives and Deputies, Deputy Chiefs of Staff and all Auxiliary Presidents. (To email this information to include the Auxiliary Secretaries and Treasurers, the Department Secretary will create a mailing group for each.)

It will be the responsibility of the Department Chairmen to have their bulletins to the Department Secretary by the date established by the Department President. Failure to meet this deadline; the Newsletter will be printed without them. The Secretary (or Assistant Secretary) will see that all are typed and put in proper sequence, printed, collated, and mailed as listed above.

Assist the Department President with correspondence and keep an orderly file of all Special Orders, Officer's and Chairmen's Bulletins for the bi-monthly newsletter. This is kept as a permanent record either hardcopy or electronically.

NOTIFICATIONS

The Council of Administration Members, Past Department Presidents, Department Appointed Officers, Chairmen, and Auxiliary Presidents (email only) are emailed/ mailed the following notifications upon approval of a member of the family:

- Notifications on illness, hospitalization, or death of a Past Department President, Line Officer, Council of Administration member, Department Chairman, Department Appointed Officer, or their spouse or immediate family member.
- Other notifications at the discretion of the Department President or Secretary
- Notification on the illness, hospitalization, or death of a VFW Past Department Commander, Line Officer, or District Commander. The National or Department VFW Headquarters must notify the Department Secretary of said death, illness, or hospitalization.
- If a notice of death, illness, or hospitalization is received by the Department Secretary from the National VFW Auxiliary, the Department Secretary shall forward the notice to the Remembrance Chairman.

MINUTES

Department Council of Administration

Make a complete record of the minutes of Department Council of Administration meetings. Send copies of the minutes to each member of the Council of Administration and Past Department Presidents **at least four weeks prior to the next meeting**. The Council of Administration minutes are permanent records and are to include the Treasurer's Report, Budget Report, President's Travel Report, and Department Assignments.

Department Convention

The Department Secretary, Assistant Secretary, or appointed Recorder is assigned to record the Department Convention minutes. A copy of the minutes is preserved (within the Department Office records) and mailed/mailed to all members of the Convention Composition as outlined in the National Bylaws except for the Delegates. The minutes of the Convention are to be mailed/mailed to the previous Council of Administration members and the current Auxiliaries.

DEPARTMENT PROGRAM BOOKS AND ROSTERS

In an effort to go green, the Department Program Book is posted on the Department of Illinois VFW Auxiliary website. At the discretion of the Department Senior Vice President, in cooperation with the Department President, printed copies of the Department Program Book may be available for purchase with an order form included in the April Newsletter mailing. All ordered Department Program Books will be delivered at the Department Convention in Springfield, either to the member, if in attendance, or to the District Presidents. No Department Program Books will be mailed.

At the discretion of the Department President and the Department Sr. Vice President, arrangements shall be made to have an Auxiliary Roster prepared each year and distributed/mailed within 6 to 8 weeks after the Department Convention. Roster is to be printed by an outside source.

ASSISTANT SECRETARY

The Department President and the Department Secretary will determine the responsibilities of the Department Assistant Secretary.

TREASURER

Reference ARTICLE VIII OFFICERS Section 813D-Department Treasurer of the Bylaws.

Assignment

The Treasurer is appointed to serve on any committee named by the Department President involving handling department funds.

Deadlines

HOSPITAL DONATIONS DEPOSIT AND REIMBURSEMENT CHECKS: To be made by the 15th of each month with a report sent to each V.A.V.S. Representative on the 15th of the month based on the report received from the Department Hospital Chairman. All reports for reimbursement must be received by the Department Treasurer by the 10th of the month. If not, reimbursement will be paid the following month. If the 15th of the month falls on a Saturday or Sunday, the checks will be mailed on the next business day.

Budget

Sec. 606F – Budget Committee – A copy of the Council-approved budget shall be signed by the committee and forwarded to the National Treasurer by October 1, unless permission is granted by the National President for an extension.

Process Membership Applications and Member Dues

Process dues and submit them to the National Office within a reasonable length of time daily if possible. National's cut-off is the last working day of the month.

Procedures for Non-processed Dues

The Treasurer or Assistant Treasurer will make a copy of the application or transmitted dues in question. Notify the Auxiliary President and Treasurer of the "problem" by email along with an attached copy of the reason for not processing the application or transmittal and request notification of opened email. If there are no emails, a written notification will be prepared and sent to both the President and Treasurer along with the original/copy of the application or transmitted dues. All copies of written or email communication will be kept for reference. Attempts to rectify the problem shall be made weekly until the problem is corrected.

Membership Awards

The Department cut-off date is to be at the discretion of the Membership Chairman and the Department President as set in the Membership Program.

Audits

A record of all Audit Reports for Auxiliaries and Districts will be maintained. A District President will be notified of any missing audits of an Auxiliary in his/her respective District. The Department President shall be notified of all missing or incomplete audits.

Procedures for Incomplete Audits

The Treasurer or Assistant Treasurer will make a copy of the audit in question. He/she will notify the Auxiliary President, Treasurer, and District President of the "problem" by email along with an attached copy of the incorrect audit and request notification of opened email. If there are no emails, a written notification will be prepared and sent to both the President and Treasurer along with the original/copy audit. A log of such report will be kept for reference. Attempts to rectify the missing or incomplete audits shall be made weekly until the problem is corrected. Record of audits will be kept on the X-sheet and updated monthly.

OTHER RETENTION

Office Documents are to be kept and updated each year with: Names, Addresses, Phone Numbers of current Insurance Companies (including policy numbers), and Banks (including account numbers), Maintenance, Rental and other Contracts that handle Auxiliary business, to be included on separate sheets in the Office Document/File.

- Receive w-9 or contract where needed for all new employees or contractors before the June Convention.

OTHER DUTIES

To the President:

- **Immediately** Alert the Department President of any financial problems of the Department.
- Prepare and send the Department President a monthly financial report of income and expenditures.
- Issue travel reimbursement up to the budgeted amount prior to trip.
- The Department President will be notified as needed of any problem dues or audits.
- Send Budget report to President and Budget Chairman monthly.
- Prepare the Audit at the end of the fiscal year and send it to the National Treasurer by October 1st.
- Work with President on the dissemination of donations that are not part of National Programs (ex. Department President's Special Project) -For General Processing:
- Set up Donations Report and post monthly to the Department Website.
- Make deposits of all funds received as needed throughout the month with the last deposit being no later than the last business day of the month.
- Set up Dues Reserve in a separate Bank Account to earn interest. Make a deposit each month and then transfer to the General Fund on July 1st of each year.
- Provide vouchers to the Department President for his/her signature.
- Pay all bills incurred as authorized within 10 days upon receipt or by the date listed on the bill.
- Keep Department Ledger up-to-date weekly.
- Print monthly bank statements on the first day of the month that statements are available.
- Reconcile bank statements monthly.
- Run Balance Sheet monthly.
- Reconcile Credit card monthly.
- Create and mail W2s and 1099s before January 31st of the new calendar year. Must be postmarked by January 31st.

For the Council of Administration:

- Issue checks authorized by the Council of Administration within 10 days of the Council meeting.
- Pay all expenses of Officers and Chairmen upon receipt and with a voucher approved by Department President.
- Prepare a complete Treasurer's Report for each Council of Administration meeting to be disseminated 10 days prior to the Council Members. This report in detail since the last Council Meeting. In recent years, the report was disseminated but not read on the Council floor. Only requests for corrections or discussion.
- Prepare a Budget Report before each Council of Administration meeting and copy given to each member of the Council and Budget Committee. Budget Chairman, Council

Members, and Budget Committee Members should receive a copy of the report at least 10 days before the Council meeting.

- Prepare a complete financial report in detail as outlined in the National Bylaws for the Department Convention. Included in this report will be a full report of contributions and included in the Officers' Report Book at the Department Convention.
- Reconcile Budget between years.
- Prepare Donations Sheet monthly.

Miscellaneous:

- Sign all contracts negotiated by the Events Coordinator in concurrence with the Department President. A copy of all contracts is kept for payment based on the approved Budget or Council approval.
- A Memoriam in the amount of \$20.00 is to be sent by the Department Treasurer in the event of the death of one of the following: Past Department President, Council of Administration Member, Department Line Officer (not member of Council of Administration), Chairman or Co-Chairman (including Hospital Representative and Deputies) or his/her immediate family (Spouse, Mother, Father, or child). Work with the Remembrance Chairman in this effort. If notice is received from National or Department VFW Headquarters regarding the death of a VFW Officer (past or present), a sympathy card ONLY will be sent by the Remembrance Chairman.
- Have Chairman-related budgeted checks issued prior to the designated function.

Membership dues:

- Dues are to be processed daily, if possible. A log of dues received and processed will be kept.
- Monies deposited for National's portion of the dues should be made prior to National ACH debit. The exception may be during National and Department membership deadlines or goals.
- In the event of problems with not enough monies received or general "problem" dues transmitted by the Auxiliary, the Department Treasurer or Assistant Treasurer will make every effort to contact the Auxiliary weekly until the problem is resolved BEFORE sending any dues or monies back to the auxiliary. If the auxiliary is short monies due for the transmittal, the Department Treasurer will process as many dues as the monies will pay, notifying the Auxiliary additional monies are due before processing can continue on the remainder dues transmitted.
- The Department President will be notified as needed of any problem dues.
- Life membership applications will be processed immediately upon receipt. If there are problem applications, a copy of the problem application will be made and a written explanation explaining the problem will be emailed to the Treasurer, with a copy to the Auxiliary President.

ASSISTANT TREASURER

The Department President and the Department Treasurer will determine the responsibilities of the Department Assistant Treasurer.

Scanning for Membership Application Cards

Department owns a scanning machine. Preferably, cards should be scanned once a year from the previous year, during the spring.

The cards are scanned by year, by Auxiliary for continuous, reinstate, new; and by Auxiliary "L" for Life members by year. All new pdf format of scanned cards needs to be dated to help with the retrieval process.

CHAPLAIN

Reference ARTICLE VIII OFFICERS Section 817 of the Bylaws.

Functions

At the Department Convention, (or Program Fair) it is suggested that you have a supply of deceased member notice forms.

You will be requested to give the invocation and/or benediction for various occasions throughout the year. Be prepared to give a prayer at any function you are invited to attend, even if a formal request has not been received.

As the Department Chaplain, you may be requested to give the invocation and the benediction at the three luncheons in honor of the Department President. Please remember this is up to the discretion of the Luncheon committee and they may forget to ask prior to the luncheon, so it is suggested that you attend prepared.

You will be asked to prepare a book of prayers to give to the Department President at the end of the year, usually during the Cocktail party held during convention.

Review the material that is passed down from Chaplain to Chaplain.

Memorial Cards

As you enter your year as Department Chaplain, you become overwhelmed with the solemn task required of you. It is your duty to send a memoriam card to the next of kin of our deceased members. *Remember this is the final rite of remembrance and respect we can offer in memory of the departed.*

Graves Registration Chairman

The Department Chaplain is asked to be the Graves Registration Chairman. It is your duty to compile a program and a form for the Department Program Book. It is also suggested that at Council of Administration meetings you have packets of additional deceased member forms for each District President to give to each Auxiliary within his/her District. This will assist you in your job of asking the Auxiliary Chaplains to report the deaths promptly. Also, please know that other Line Officers before you will still be receiving these deceased member forms and will forward these to you.

At the midpoint of your term, you should submit to the Department Secretary a listing of deceased members to that date in an eblast and for publication on the website. Coordinate with the Secretary when the listing is needed to make the next mailing. Submit the listing, typed, and separated by District and Auxiliary. The Auxiliaries will notify you of any corrections for the final publication of deceased members in the Officer's Report Book for our annual Department Convention. Periodic updates can be submitted to the WEBMASTER for inclusion on the Department website.

Voice of Democracy/Lincoln Pilgrimage

You should receive a letter from the VFW's Headquarters requesting you to be a guest of the Commander at the Head Table for the Voice of Democracy Banquet, which implies giving the benediction.

National President's Visit

Be prepared for the various functions with prayers for the invocations and benedictions at the Council of Administration dinner with the National President and the Banquet and/or Luncheon in the National President's honor.

Department Convention

The Department Chaplain will pass a card at the Council of Administration meeting in June, prior to the Department Convention, (and at the Convention to anyone who was missed). The card will then be presented to the Junior Past Department President before the Circle of Excellence Ceremony at the National Convention by the Chaplain (who will be the Junior Vice President at the time of the National Convention).

At the Department Convention, you will assist with the opening and closing ceremonies and you will preside at the VFW Auxiliary Memorial Service as the Ritual directs. Please review/know these rituals prior to the convention.

The Department Chaplain **WILL** attend the practice of the Memorial Services with the Color Team.

Prior to Convention, you should be in contact with the Department President about the printed program for the Memorial Services. Check with him/her for a certain phrase or prayer he/she would like to incorporate in or on the program. Review pertinent information and have him/her proof the program prior to printing. The President will select the cover for the program **AS WELL AS THE SONGS** (you can offer options for them to choose from).

You will also participate in the VFW's Memorial Service at Convention. Attire will be at the discretion of the Department President.

As Chaplain, you are appointed as Chairman of the Gold Star Parent Presentation Committee. Since 1992, the Gold Star Parents have been honored at the VFW's Memorial Service Ceremony. You should request the presence of any Gold Star Parents prior to the Convention. If there are any who wish to attend the Joint Memorial Service, the Color Team and Chaplain will escort the Gold Star Parents in and out of the room. There are silk corsages for the Gold Star Mothers to wear. The Event Coordinator will have to assist you with getting corsages.

The Chaplain w/Hospital Chairman and/or Co-Chairman Visiting Out of State VA Facilities with Illinois Representation

The Chaplain during his/her term of office will coordinate with the Hospital Chairman and/or Co-Chairman about making his/her official visit to any out-of-state facilities where Illinois has representation.

CONDUCTOR/CONDUCTRESS

Reference ARTICLE VIII OFFICERS Section 818 Conductor/Conductress of the Bylaws.

As you proceed through the Department chairs, your duties as Department Conductor/Conductress are noted in detail below. Please keep in contact with the Department Color Team, as you will be requested to perform specific duties for several events.

Assignment

Your assignment as Conductor/Conductress is to be responsible for the Department's four small Color Bearer Flags and the Flag and Banner along with their stands.

Upon the death of a Past Department President, the Department Secretary will notify the Department Conductor/Conductress who will contact the family to see if the Department Flag, Banner, and stands are desired to be posted at the funeral home. Necessary arrangements will be coordinated by the Conductor/Conductress to transport the Flag, Banner, and stands to and from the funeral home. One Department Banner will be located in the Upstate area and one in the Downstate area.

Department President Luncheons

As Conductor/Conductress, you, the Assistant Conductor/Conductress, and the Color Team may be requested to lead the escort at any, or all, of the Department President's Luncheons. The Conductor/Conductress should receive a letter from the Luncheon Committee requesting attendance. Always be prepared and never wait to be asked!

The Department Flag and Banner should be posted at all three luncheons.

Voice of Democracy/Lincoln Pilgrimage

You may receive a letter from the VFW Headquarters requesting the Flag and Banner for the Voice of Democracy Banquet. The VFW Color Guard usually practices on the Saturday afternoon of VOD weekend. The Department Flag and Banner Bearers will present the Colors with the VFW Color Guard. The Color Team along, with your Assistant Conductor/Conductress, will escort the head table and the District winners.

Five complimentary tickets for the VOD Banquet are paid at the VFW's discretion (the remainder of the tickets can be budgeted by the VFW Auxiliary if needed).

It is the responsibility of the Conductor/Conductress to hold Floor Team practice during the February Council of Administration / Voice of Democracy weekend in preparation for the Department Convention. This practice should include the Chaplain and Guard. This will be at the discretion of the Department President.

National President's Visit

It is your responsibility to line up the colors to welcome the National President at a location determined by the Department President and/or Committee. The Colors will also be needed for the Aisle of Honor if a banquet/reception is held in his/her honor.

National Convention

It is your responsibility to transport the Department Colors **or small flags** to the National Convention site. You are responsible for contacting the Department Color Team prior to the National Convention with details regarding the Parade of Departments at the Patriotic Rally. It is

advisable to attend the meeting regarding the Patriotic Rally in order to report to those who will be participating (i.e., location of assembly, step-off time, etc.).

You may arrange with the Department Officers to deliver the flags to and pick them up from them after the presentation of the Department President at the National Convention. (Since 2009, National requested only two small flags due to airline restrictions. It is advisable to check prior to leaving for National Convention on the Patriotic Rally requirements.)

Department Convention

As Conductor/Conductress, you will need to call a practice of the entire Department Color Team for Friday morning of the Department Convention. Prior to the Convention, you should contact the Color Team so they can plan their arrival/schedules accordingly. The entire Color Team includes the Conductor/Conductress, Assistant Conductor/Conductress, Patriotic Instructor, Color Bearers 1,2,3,4, Flag Bearer, Banner Bearer, Convention Floor Team and/or Convention Floor Pages, the Musician and the Soloist is there to practice with the Musician. The Department Chaplain will also attend the practice for Memorial Services with the Color Team. Send a schedule of events to the entire Color Team noting where they must be, at what time, **the dress as determined by the Department President**, etc. and any other pertinent details.

By the discretion of the Department President if the President chooses to do the Cross of Malta in lieu of the Officer's March, schedule a practice for all those included in the Cross of Malta floor work.

Customarily, the Department Conductor/Conductress is appointed as Chairman of the Flag and Banner Presentation Committee. This presentation is yours to coordinate **COMPLETELY**.

Make sure you bring comfortable walking shoes. As the Conductor/Conductress, you will be on your feet continuously during the convention. The Department President will determine the attire for the Department Convention.

Gifts

The Department Conductor/Conductress advises the entire Color Team that he/she will be collecting for a gift for the Department President. Remember to include Department Chaplain, Assistant Conductor/Conductress, Color Team, Patriotic Instructor, Historian, Musician, Assistant Musician, Soloist, Assistant Soloist, the Department Guard, and Assistant Guard. The gift will be presented prior to the close of the Convention.

Miscellaneous

Keep in touch with your Color Team throughout the year so they know what is expected of them at each function beginning with the National Convention for the Patriotic Rally, to the Department President's Luncheons, Voice of Democracy, Lincoln Pilgrimage, and National President's Visit through the Department Convention. Whether by phone or letter notify them and ask them to respond back to you whether or not they plan to attend the function. It will normally be your responsibility to find a replacement, with the approval of the Department President.

GUARD

Reference ARTICLE VIII OFFICERS Section 819 Guard of the Bylaws.

Upon your election to the office of Department Guard, you are entering a most rewarding and humbling experience of your life. This is the beginning of six full years on the road to becoming President of the Department of Illinois Veterans of Foreign Wars of the United States Auxiliary. As Department Guard, you are in the "learning year"; sit back, listen and ask questions. Never be afraid to ask questions. Sometimes, it is the best way to will learn. Asking is better than assuming.

Study the Bylaws and Ritual. READ THIS GUIDEBOOK! It is also a good idea to study Robert's Rule of Order. Familiarize yourself with the Program Book and who the Chairmen are. As Guard when you travel throughout the state, you will be asked questions about these by members of the VFW Auxiliary.

Assignment

Your assignment as Guard is Remembrance Chairman. The Outgoing Guard **will** pass a sheet of paper asking the District Presidents to list their name, address, date of birth, and District number **at the Incoming District President's Conference. The Birthday list will be passed on to the new Guard to complete** by adding the other officers and the Past Department Presidents from the prior list passed down to you and eliminating the previous District Presidents. **SEND A COPY TO THE DEPARTMENT LINE OFFICERS.**

Department Convention

The Guard and Assistant Guard take care of guarding the doors; dues cards are not checked until the morning of the election. **NO MEMBER MAY LEAVE OR ENTER DURING THE ELECTION OF ANY ONE OFFICE AS THE RITUAL AND BYLAWS DIRECT.**

By your direction and command of the door, your responsibility is to assist the Department President's efforts in having the Convention Business Session run smoothly and in a timely manner. It is vital that you make sure, when guests and/or group presentations are waiting in the hall prior to their escort in, monitor the noise level so it does not disrupt the meeting. Once the group is ready, notify the President.

GUARD'S REMINDER TO ASSISTANT CONDUCTOR/CONDUCTRESS (PLEASE)

It is customary that the Assistant Conductor/Conductress collect a gift for the Conductor/Conductress from the Color Team; the Assistant Conductor/Conductress may not know this. As Guard, please take an opportunity to remind him/her of this duty in ample time prior to the Convention. The Conductor/Conductress should collect from the Color Bearers, Flag and Banner Bearer, Patriotic Instructor, Chaplain, and Assistant Guard.

Miscellaneous

When you receive the Department Guard Guidebook from your predecessor, it is a good idea to read the entries from all the past Guards. It will give you a better understanding of what is expected of you.

National Convention

Bring the Chair covers- making sure they are clean and pressed before placing them on the chairs at National Convention.

If Illinois has a candidate for National Office at National Convention, you may be contacted by that candidate to assemble a group of Illinois members to assist in passing out the giveaway. Prior to National Convention, information can be obtained from the National office regarding what day giveaways and brochure handouts are scheduled to be distributed. It is advised the Department Secretary check with the National Office since the National Convention schedule may change from year to year.

Remembrance Chairman

The Guard as Remembrance Chairman is to send out birthday cards to all members of the Council of Administration and Past Department Presidents Get Well cards to Council of Administration members who are in the hospital and Sympathy cards to those with a loss of an immediate family member. If notice is received from the National or Department VFW Headquarters regarding the illness or hospitalization of a VFW Officer (past or present), a Get Well card will be sent.

A Memoriam to the family in the amount of \$20.00 is to be sent by the **Department Treasurer** in the event of the death of one of the following: Past Department President, Council of Administration Member, Department Officer (not member of Council of Administration), Chairman or Co-Chairman (including Hospital Representative and Deputies), or his/her immediate family (spouse, mother, father, or child). Work with the Treasurer in this effort. If notice is received from the National or Department VFW Headquarters regarding the death of a VFW Officer (past or present), a sympathy card ONLY will be sent.

When a notice of injury, illness, hospitalization, or death is received from the National VFW Auxiliary, the Department Secretary will forward the notice to the Remembrance Chairman so the appropriate card may be sent.

As Remembrance Chairman at the COUNCIL MEETING, you are expected to give a report noting the number of cards and postage used. Make three copies of your report, one for your records, one for the Department Treasurer as a bill for reimbursement, and one for the Department Secretary to incorporate in the Council meeting minutes.

CHIEF OF STAFF

Reference ARTICLE VIII OFFICERS Section 815A Chief of Staff of the Bylaws.

Assignment

At the discretion of the Department President, you will conduct a Deputy Chief of Staff Conference at the first Council of Administration meeting or a Conference to be held separately. You will be responsible for gathering and compiling necessary information for each District Deputy to assist in contacting the bachelor posts, etc.

Assist the Department President.

Council Meeting

You are expected to report at each of the Council meetings on the extension of new Auxiliaries within the Department, as well as, faltering Auxiliaries.

Gifts

The Department Chief of Staff collects from the District Presidents and Deputy Chiefs of Staff for a gift to present to the Department President at Convention.

The following information is regarding “Steps to Starting a New Auxiliary” and “Steps to Disbanding an Auxiliary”, this is reference information only to be used as a guide when the situation either situation arises. Please reference information from Natl HQ.

ORGANIZING A NEW AUXILIARY

Requirements:

1. Post votes to have a VFW Auxiliary.
2. Department President appoints an Organizer (**must be a VFW Auxiliary member**).
3. Organizer holds a meeting or meetings to recruit future VFW Auxiliary members.
4. Organizer completes the Charter Application (must have a minimum of 15 qualified and interested persons). The Charter Application is included in the communications which the Department President and Secretary received.
5. Following Post approval, the Post Commander signs and dates the Charter Application.
6. Department President signs and dates Charter Application.
7. The Charter Application and a \$100.00 check are forwarded to the Department Treasurer.
8. The Charter Application and a \$100.00 check from the office of the Department Treasurer are sent to National Headquarters.
9. The Charter Application is approved by National Headquarters and a letter of authorization to institute is forwarded to the Organizer.
10. National Headquarters authorizes the sending of a Charter Kit to the Organizer.
11. The Organizer will receive all necessary documents to be completed from National Headquarters.
12. The Institution of the VFW Auxiliary and election of officers is to be completed within 60 days of the date on the approval letter.
13. The Organizer completes and sends one copy of the Institution Report and the Installation Report to National HQ. **SHOULD BE SENT TOGETHER AND IMMEDIATELY AFTER INSTITUTION.**
14. The other copy of the Institution Report and the Department copy of the Installation Report are sent to the Department Treasurer along with the dues.
15. Upon receipt of the completed paperwork, by National HQ, the VFW Auxiliary is activated by creating a new VFW Auxiliary in the HQ computer system, using the VFW Auxiliary's name and number.
16. The VFW Auxiliary is affiliated with a District.
17. The Department Treasurer is notified of the New VFW Auxiliary, and he/she enters the new members and transfers and dues received.
18. VFW Auxiliary Officers are entered by National Headquarters.

~~~STEPS 19-22 MUST BE COMPLETED WITHIN 45 DAYS OF INSTITUTION~~~

19. VFW Auxiliary must secure an EIN and complete a W-9 form.
20. VFW Auxiliary President and Treasurer take the completed W-9 form to a bank of the Auxiliary's choice to establish a checking account. They are to complete the ACH form and get either a signed letter from the bank as to their account and routing numbers (or use a voided check from their bank account) to attach to the ACH. (The bank letter takes much less time than waiting for an order for checks to be processed.)
21. Scan and email (smoon@vfwauxiliary.org) or fax (816-931-4753 to the attention of Shelden Moon at National Headquarters) the W-9 and ACH with a letter or voided check.

22. The Auxiliary's bond of \$30.00 must be paid by check to VFW Auxiliary National Headquarters or by means of the online services behind Login on the National website (www.vfwauxiliary.org). Both the President and Treasurer are bonded.
23. The Charter is ordered by National HQ.
24. The newly printed Charter is sent to the VFW Auxiliary President.

***as per National HQ 1.4.2018**

- **Refer to Charter Application Blank**
- **Refer to Membership Eligibility Wheel**

DISBANDMENT OF VFW AUXILIARY

The following has been suggested prior to the Auxiliary voting to disband. Through Suspension, every effort needs to be made to strengthen the weak Auxiliary and try to turn it around into a working order Auxiliary, so no disbandment takes place.

- “Assisting our suspended VFW Auxiliaries calls for special action on the part of your Suspension Committees/Mentoring Teams.
- Assisting a suspended Auxiliary does take more than the Suspension Committee/Mentoring Team sending out a letter, hoping for a quorum, and then having the members present a vote on the future of the Auxiliary. (Obviously, there is no evidence of work on the part of the Suspension Committee or Mentoring Team—therefore, the request for cancellation would be denied.) So where do the Department President and his/her Suspension Committee/Mentoring Team turn?

Disbandment

The Department President must be notified immediately. As directed by the Bylaws, every member must be notified of the contemplated action. If the Auxiliary votes to disband: the priority is to see that all the members are contacted as directed by the Bylaws. After disbanding, send a letter to every member of that Auxiliary inviting him/her to transfer his/her membership to another Auxiliary within the District. Provide the members of a disbanded Auxiliary with a list of Auxiliaries in the vicinity and include the President's name and address. Offer your assistance to help make the transition as easy as possible. Send a report to the Department Chief of Staff with copies of all letters sent.

It's Time to Regroup:

1. The assigned Committee needs a plan of action—what can they do or say to generate enthusiasm, interest, etc. and excite/galvanize the membership to step up for our Veterans, their families, and the community in which they live.
2. It is the Committee members who hold the key element in revitalizing/reorganizing a suspended Auxiliary; thus, the Committee members must be:
 - a. Positive and upbeat; ready with suggestions and ideas
 - b. Willing to work diligently; travel the extra miles, write needed letters, make phone calls
 - c. Knowledgeable about Auxiliary business
 - d. Good listeners to find the sources of the Auxiliary's problems, such as:
 - Too much negativity
 - Internal (personality) issues
 - No officers
 - Age of the membership

- e. Good problem solvers; good mediators, etc.
 - f. It is often the willingness to honestly lay real problems on the table that will lead to the solution of the Auxiliary's inability to thrive in the current atmosphere.
3. The suspended Auxiliaries need assistance in how to recruit new members, who to recruit, where to recruit, and when to recruit; thus, the why recruit becomes the solution to some of the issues the Auxiliary is having. If the older members of the suspended Auxiliary are not truly interested in being a part of the revitalization of their Auxiliary, then it is by recruiting new members that such Auxiliaries will be saved.
 4. Now it is the District's and Department's recruiting teams' turn to step up to canvas the area for new members. Hopefully, there will be several local members willing to assist as they know their hometown area best:
 - a. **"Who to recruit"** is as close as the Post's list of members so their spouses, children, and grandchildren may be contacted. Let your VFW Post know that new members are always welcome to join so that they will mention the Auxiliary when they get a new Post member. Arrange with your Department Treasurer to get a list of Department Members at Large for that area. Construct a fact sheet about the Auxiliary to attach to a warm invitation to come to a meeting or other planned event to learn about the value of an Auxiliary to a community. What has the Auxiliary done and how can it again become instrumental?
 - b. Advertise in any way available-- What about a Public Open House where both the Auxiliary and Post show/tell what they do in their community for America's heroes? Have the local Auxiliary's fact sheets been distributed in grocery sacks, etc. and wherever people wait—doctors, lawyers, etc. offices and even car dealerships-- What about contacting the area churches and Chamber of Commerce. . . Plan a **Family Freedom Festival** with other organizations—involve all ages—
 - c. **"Who to recruit"** beyond those who are family members of the Post's membership or the Department Members at Large—it is just simply asking those people you see at the grocery store, at the post office, at church, at any civic event, businesses, corporations, volunteer fire departments, etc. Check the yellow pages of your phone book for additional ideas. Use the "Elevator Speech" to get started. Volunteer to help an interested person search for his/her VFW eligibility. "

After the attempt of the Suspension Committee/Mentoring Committee, the process for the Auxiliary to Surrender or Cancel the Charter of a VFW Auxiliary is as follows:

***Use National HQ Form provided to Department Secretary at Sr. Vice Conference.** (The purpose of the form is to assist in ensuring that each VFW Auxiliary surrendering its Charter completes all required steps as outlined in Section 207 of the 2016 National Bylaws of the VFW Auxiliary and by the National Secretary-Treasurer.) ***Use National HQ Form rev.7.6.18**

General Instructions:

The National Form is to be mailed to the VFW Auxiliary President by the Department President upon notification that a vote will be taken to surrender the VFW Auxiliary Charter.

- Dates of completed action(s) will be filled in by the VFW Auxiliary President.
- The VFW Auxiliary President will return the form to the Department President with written notification of affirmative vote to surrender the VFW Auxiliary Charter along with

- a copy of the notice that was mailed to all VFW Auxiliary members informing them of the meeting to discuss surrendering the Charter 30 days before the time of action. The Auxiliary must surrender all property and money to the Department within 30 calendar days of the close of the last meeting.
- The Department President will send a written recommendation and form to National Headquarters that the VFW Auxiliary be canceled and shall also forward copies of all correspondence provided to her by the VFW Auxiliary. The written recommendation to National must show that it has been copied to the Post, County Council, District, and Department Commanders.
- National Headquarters will verify paperwork to ensure that proper procedure has been completed and then issue a Special Order to cancel the Charter.

Or

Cancellation of a VFW Auxiliary Charter by Recommendation of the Department President. (Natl HQ rev.11.30.15)

A written request to National Headquarters from the Department President recommending the cancellation of a VFW Auxiliary must include the following:

- The reason why you are recommending the cancellation.
- Detailed steps that you may have taken in trying to save this VFW Auxiliary. [It is highly recommended that suspension be recommended and enacted before requesting the cancellation of a VFW Auxiliary.]
- This request must show that it is copied to the Post, County Council, District, and Department Commanders.
- If the VFW Auxiliary did vote to surrender its Charter, the form "Surrender or Forfeiture of a VFW Auxiliary Charter By the vote of the VFW Auxiliary Members" properly dated and signed shall be included with the recommendation. National Headquarters will verify paperwork to ensure that proper procedure has been completed before a "Special Order to Cancel a VFW Auxiliary Charter" will be written.

DEPUTY CHIEFS OF STAFF

The Deputy Chief of Staff is under the supervision of the Department Chief of Staff. In the capacity of Deputy Chief of Staff, you **may be** appointed as a knowledgeable member to assist any new Auxiliary formed within a District.

Under the direction of the Department Chief of Staff or the Department President, you may be asked to assist a new Auxiliary as follows:

- Give instruction to the Treasurer regarding the reporting of dues and assist in setting up the ledger book and records.
- Instruct the Secretary and Trustees regarding their duties.
- Advise the Auxiliary that the order of a business meeting is found in Ritual.
- Advise the Auxiliary that the duties of Officers and Chairmen can be found in the current Bylaws and Booklet of Instruction.
- Explain ritualistic procedures.

- Explain the Auxiliary National Program and the procedure for reporting local Auxiliary participation in these programs.
- The advisor (Deputy) may assist the Officers of the new Auxiliary in completing the details to obtain the Charter. The Advisor (Deputy) should remember that Auxiliary procedures might be confusing to members of the new Auxiliary. Patience, tact, goodwill, and a sense of humor will ease most difficulties.

If you have questions on the specifics of the task, contact the Department Chief of Staff for further directions.

The Deputy Chief of Staff also serves as a liaison between Department and District. The Department President may call on you to assist faltering Auxiliaries in a District and recently, more emphasis has been on assisting faltering Auxiliaries. We need to maintain the Auxiliaries we have and try to work out any situations.

Contact New Posts at the direction of the Department President.

Refer to Section 201 Formation of Auxiliary

GENERAL GUIDELINES FOR ALL OFFICERS

Line Officers Attending District Meetings

A standing motion WAS made and PASSED at the June 25, 2009, Council of Administration meeting that the Department of Illinois VFW Auxiliary elected Line Officers (with exception of the Secretary and Treasurer) adhere to the following District visitation:

GUARD –**5 different** District Meetings plus your own District and other events in different districts

CONDUCTOR/CONDUCTRESS - **5 different** District meetings from Guard term plus your own District meeting and other events in different districts

CHAPLAIN - **5 different** District meetings from Conductor/Conductress and Guard term plus your own District meeting in addition to hospital visits as found in the Hospital Section

Jr. VICE PRESIDENT **5 different** District Meetings plus your own District in addition to Hospital visits as found in the Hospital Section

Sr. VICE PRESIDENT **5 different** District Meetings plus your own District

When a Line Officer learns of a District event/function and plans to attend, the Line Officer should notify the Department Secretary of the event and his/her attendance so it can be added to the Line Officers' Travel Schedule.

The objective is that you will attend a district meeting or other function at least twice prior to becoming the Department President.

As Department President, per the National Bylaws, you shall visit a meeting of all Districts during your term of office.

The Department President will schedule his/her visits first, in a Line Officer's Meeting have the Line plan, and finalize their schedules to limit the number of Line Officers at any one District meeting.

The Delegates of the Convention elected you as an Officer of the Department. These Delegates and other members enjoy it when the Department Line Officers attend their meetings; it gives them a chance to "get to know you better" as an Officer, a member, and a friend. You should also promote the workings of the National Organization as well as the Department.

There can and will be extenuating circumstances. If any of the above requirements are unattainable, please contact the Department President immediately.

All Line Officers making official visits to Districts should make a concentrated effort to prepare for the upcoming event. It is recommended that the following steps be taken:

*Advise the District President at least a month in advance of your visit. Ask him/her if he/she has any concerns or special requests for topics to be discussed. If he/she asks you to talk about a certain topic, the Line Officer should be prepared to discuss it at the meeting. Inquire

as to whether you will be asked to assist at special functions, such as Installation or Memorial Services, so you won't be taken by surprise.

*In preparation for the District visit, a Line Officer should always have information on hand as to Membership standings, X-sheets, and Circle of Excellence requirements. If a review reveals that the Auxiliaries in the District are lacking in any of these areas, the Line Officer can offer to assist or make recommendations. Always carry your Bylaws and Program books with you. If a question arises that you cannot answer, it is best to honestly say you do not know and that you will find the answer and get back to them.

*When more than one Line Officer will be attending the same District meeting, it is a good idea to get together and discuss in advance what topics you will be covering. Dividing it up allows each officer an opportunity to talk to the members without repeating the same information.

*If a problem (or potential problem) is noted at the District meeting, you should advise the Department President immediately. This might prevent the problem from escalating.

*Remember that a Line Officer is assigned to District meetings to be helpful and create goodwill among our members. NEVER correct in front of the members. This should be done in private. "Praise in public, correct in private" is the right way to go about it. The one exception to this rule would be during an event, such as an election, where the bylaws are not being followed and could result in a disputed election.

All Line Officers when representing the Department and/or the President at an assignment or on an Official Visit to a District Meeting/Function/Event should use decorum in the presentation of oneself. You were elected by the members of this Department and you represent them. Being intoxicated or suffering through the after-effects of inebriation is not attractive and unbecoming of a Line Officer. It is very disrespectful and will not be tolerated.

Expenses

You are responsible for keeping a detailed travel report. Keep a record of all your miles along with hotel room and food receipts for all functions you attend. This will make it easier for you to compile your Officer's Year-End Report for the Department Convention Book, as well as your expense/travel report. This report needs to be submitted for approval prior to receiving your Officer's reimbursement up to the budgeted amount. Make a copy for your records and send/email to the Department President for approval; he/she will forward it to the Department Treasurer who will issue the reimbursement.

If you are requested to represent the Department of Illinois VFW Auxiliary at another Patriotic Organizations Convention, a gift should be given (\$10.00 cash). The Department Treasurer will issue a check made payable to you upon notification and approval from the Department President.

Reimbursement of Expenses

As approved by the Council of Administration, Officers will be reimbursed for mileage based on the budget **and 1/2** actual cost of lodging to attend Council meetings. Reimbursement of travel expenses not to exceed the budgeted approved amount.

Plan on Attending

- Department Commander's Homecoming
- Department President's Homecoming
- All Three Department Luncheons

- Illinois Day at VFW National Home
- Big Ten Conference (unless delegate)
- Voice of Democracy/Lincoln's Pilgrimage
- National President's visit
- Department Chairmen's Conference
- Incoming District Presidents Conference
- National Convention, it is advisable to attend some or all of the business sessions unless you are the President or Jr. Past President when you are on budgeted expenses.

Gifts

You should remember to give a personal gift to your Page at Convention.

All elected Officers and the Secretary will be allowed to have one page, with the exception of the President. The President will appoint pages as needed. It is your responsibility to select your Page to assist you during the Convention. Your selection could be from your Auxiliary and/or District. Your Page can help assist with the floorwork as needed, run errands, etc. You may wish the same Page to serve with you as you go through the chairs or select a different Page each year.

You will be invited to the Council of Administration Cocktail Party and Dinner; you can give a PERSONAL gift to the Past Department President leaving Council and to the Department President.

Big Ten Conference

If you go to the Big Ten Conference in October, bring 10 small gifts for the other nine States and your National Officer. Customarily the Department President will give you 10 President's Pins for your counterparts. There will be a small meeting as a way of getting to know your counterparts. It is very informal and fun.

Also, you may be asked to participate in the membership skit. The Membership Chairman will let you know in advance what type of costume will be needed.

When Illinois has a candidate for National Guard, handouts/giveaways are to be given the morning of/prior to the opening of the Conference.

"Building on the VFW Auxiliary Foundation"

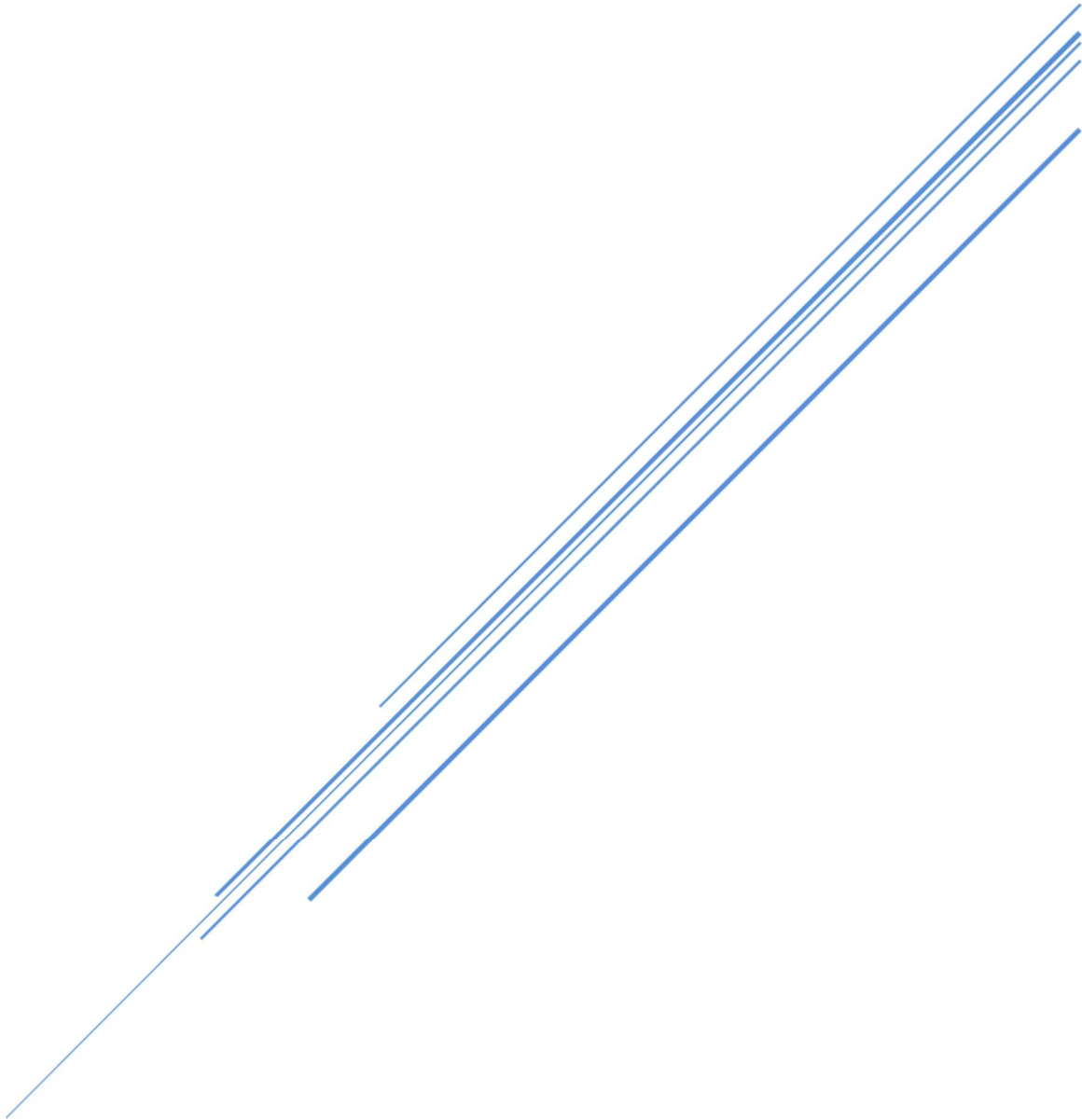
This tool is a manual and/or guidebook for Officers, Chairmen, and Members on all levels.

These guides, suggestions, and examples are meant to assist all Officers, Chairmen, and members on every level to understand their duties according to the National Bylaws, the best practices discovered during the 100-plus year history of the organization and examples of how to handle different positions and expectations.

This tool can be located on the National VFW Auxiliary website on the Resource Page or on the Department of Illinois VFW Auxiliary website for all members to use.

SECTION III

DISTRICT PRESIDENTS



VETERANS OF FOREIGN WARS AUXILIARY
DEPARTMENT OF ILLINOIS

Duties and Responsibilities of the DISTRICT RESIDENT

Have a CURRENT copy and be familiar with the Bylaws, Booklet of Instruction and Ritual, and the Department Bylaws and rules as well as a copy of **Robert's Rule of Order**.

Appoint a chairman for every activity. Make sure the Chairman is doing the job. If not, remove and appoint a new one. A Chairman should be interested in his/her chairmanship, promote it, and be able to sell it to others. Advise the Chairman of each respective program to submit a copy of each report given at a District Meeting to the Department Chairman. ***(This is because some District Chairmen do the work, but the Department Chairman does not know what they did. Most do not send them).***

A LIST SHOULD BE MADE FOR EACH DEPARTMENT CHAIRMAN LISTING YOUR DISTRICT CHAIRMAN AND THE CHAIRMAN FROM EACH AUXILIARY. THIS LIST SHOULD INCLUDE NAME, ADDRESS, EMAIL ADDRESS, AND PHONE NUMBER.

Use your District Officers. You cannot do everything yourself. Assign duties to them and make them feel they are needed.

Remember, communication is key to a successful year.

Keep in constant contact with your Auxiliaries and District Officers through regular letters, bulletins, and visits. Know every Auxiliary President by his/her first name and familiarize yourself with the interests and background of your Auxiliary Presidents. Make certain that your Auxiliaries conduct regular audits, hold regular meetings, conduct membership drives, and carry out the programs of the VFW.

Visit each Auxiliary at least once. There is no substitute for personal contact. The District President should be the first person the Auxiliary President thinks of when help or advice.

Help weak Auxiliaries. Show concern for their problems, assign a junior officer to help with their membership drives, suggest programs and methods of carrying them out, and encourage other Auxiliaries to help.

Remember to respond to all communications, including email, promptly.

LEADERSHIP

Appearance

You are very visible not just from your Auxiliary Brothers and Sisters and VFW Comrades, but in your community by leaders of other organizations and the media as well. It is vital to remember that you represent the Auxiliary viewpoint and NOT your own personal views.

Your appearance also reflects on the organization. You must be always neat and well-groomed. It does not mean you need a new wardrobe. Simply take extra care to see that you dress appropriately and that your appearance is professional.

SMILE. A warm and welcoming smile and a firm handshake can do a lot to spark interest and create a good impression. Be gracious. Be complimentary. Look for the good points. Be diplomatic when correcting mistakes or errors. Remember, it is not always what is said that hurts feelings, but how it is said.

Pointers for Making Introductions and Giving Speeches

BE PREPARED. Know your subject; whether it is a person you are going to introduce or Auxiliary programs and policies, you are going to explain. Then, organize what you are going to say and do not rely on inspiration. For practice, read aloud any prepared speech several times. Say it in front of a mirror to see your facial expressions. Good preparation will make your speech better because you will be more comfortable.

Use a highlighter to emphasize keywords so you will remember to give them emphasis. This will also help you find those key thoughts as you look back and forth from your speech to the audience.

DONT'S

- Don't be afraid of your voice.
- Don't forget your audience can think. Don't try to bluff your way through or insult their intelligence.
- Don't cover too much ground. **DISCUSS PERTINENT SUBJECTS.**
- Don't force gestures.

DO'S

- Remind members to turn off cell phones or set them to vibrate before the meeting, to avoid unnecessary interruptions.
- Have a definite purpose for your speech. **KEEP IT CONCISE.**
- Use the inflection of your voice and gestures you are comfortable with when you want to make a special point.
- Use a conversational tone, but loud enough to be heard.
- Look your audience in the eye.
- Use correct grammar and pronunciation.
- Pauses are of great oratorical value.

Practical Pointers for Presiding Officers

Thorough preparation and organization will make your meeting run smoothly. When you have taken the time to consider what you want to discuss, secure the facts and organize your thoughts into a well-planned agenda, you will be setting a business-like example. It will help expedite business, keep members alert and interested, and stimulate the enthusiasm needed to achieve the objectives. Being prepared will also give you confidence!

How to Prepare for a Meeting

- Review previous minutes to see if there is old business to bring up and to provide you with background information.
- Know the correct name and titles of all Officers, Committee Chairmen, speakers, or any guests who will be participating.
- Prepare a timed agenda and stick to it.
- Find out all the facts on any announcements you will make.
- Notify everyone who is expected to report, clarify what you expect and explain how much time will be allotted.
- If you feel strongly about an issue, line up your supporters. Check out the facts with them ahead of time.
- Before the meeting, give a copy of the agenda to the Secretary and the Senior Vice President.
- Take the National Bylaws, Booklet of Instructions, Program Book, Hospital Handbook and **Robert's Rule of Order**, and any other pertinent information with you. Keep up to date on this information because you are the chief consultant on these facts.
- Take your gavel and a watch or clock, to time each portion of the meeting and speed up some sections, if necessary, so that you will adjourn on time, and a calendar to check future dates.
- A "School of Instruction" should be given at each District meeting. Concentrate on topics that are interesting and helpful to Auxiliaries.

Get there early to test the microphones, room temperature, seating arrangements, and anything else necessary to help your meeting run smoothly. If you cannot do this, assign someone else to check on these things for you.

Start the meeting on TIME! If you start late, people will come to future meetings later and later. Starting on time and ending on time are important. People appreciate it when you are considerate of their time.

How to Run an Orderly Meeting

Conducting an orderly meeting will be your responsibility. If you are nervous, excited, undignified, antagonistic, or unprepared, members will mirror your actions and a turbulent meeting may be the result. As mentioned earlier, preparation builds confidence.

- Be sure a QUORUM is present as set forth in the VFW Auxiliary National Bylaws.
- Be knowledgeable about Parliamentary Law. You are not expected to know all of the laws, but you should know the basic rules. Parliamentary Law is simply common sense and courtesy, and it enables the Auxiliary to transact business with speed and efficiency while protecting the rights of each individual and preserving the spirit of harmony in the group.
- Be courteous, but firm in enforcing decorum. Refrain from raising your voice. A presiding officer never "wisecracks" but should have a sense of humor.
- Use the gavel - - to open meetings, call attention, raise and sit membership, and maintain order. At all other times, the gavel is laid on the podium.

When the **PRESIDENT SITS OR STANDS** - - sit when listening to reports, speakers, etc. Stand to state a motion, put it to a vote, and to announce the vote. Avoid leaning on the desk or podium. Stand erect. Speak slowly and distinctly.

Remember, it is the **MOTION** that is out of order, not the **PERSON**. Never say, "You are out of order" . . . say, "The Motion is out of order." Make it the rule, not the person. BE IMPERSONAL. It is the CHAIR, not "I" who rules, thinks, recognizes, appoints, etc. Never tell a member to "sit down". Request that he/she "please take his/her seat".

As the President, you never "turn the meeting over" to anyone. You introduce a guest speaker, present Officers and Chairmen, and call on people for reports.

Try to be sure that everyone is heard who wants to be. Encourage discussions and, when necessary, summarize what has been said to clarify statements and avoid misunderstandings but do not monopolize the meeting, and keep discussions on an impersonal level.

Remember that the majority rules, but the minority must be heard. The rules of order are to facilitate action and justice, not obstruct it.

Be alert to the "nuisance-types" in every group, i.e., the orator, who loves to hear themselves talk and monopolizes the meeting. After a suitable time, say, "Excuse me for interrupting, but we're running short of time and there are several other members who have points they want to make."

DO NOT INTRODUCE BUSINESS FROM THE CHAIR. Your special projects should be introduced by a member, so have someone prepared to do so.

When you report or debate, ask the Senior Vice President to preside (at his/her station). If you debate a question, the Senior Vice President carries the motion to its conclusion.

Voting

Make frequent use of GENERAL CONSENT - - say, "The minutes will stand approved as read (or corrected), if there is no objection, or "If there is no further business, the meeting is adjourned, if there is no objection."

CALLING FOR THE VOTE - - Do not say, "Vote by the usual sign." Tell the membership how the vote will be taken. To say - - AYE or NO - - to STAND or BE SEATED - - to RAISE HANDS or PUT THEM DOWN.

After the motion has been made, state the question, thus: "It's been moved by _____ and seconded by _____ that we . . . is there any discussion? Announce the results: "The ayes have it and the motion to . . . be carried." Alternatively, "The No's have it and the motion to . . . is lost."

In a counted vote, always announce the results in numbers. Remember, a tie vote is a lost motion.

The President may vote if he/she wishes. However, he/she wisely refrains from voting unless his/her vote will change the outcome such as making or breaking a tie.

Do not take a "unanimous vote" for granted, unless you ask the members, "That seems to be a unanimous vote. Are there any objections to recording it as unanimous? (Of course, one objection will keep it from being unanimous.) A motion is not complete until it has been brought to a vote.

Since it is discourteous to shout, "Question" when time for discussion on a motion, say, "Is there any discussion (or debate) on the motion?"

During the President's Term

In making decisions, be kind yet firm. Never vacillate. Take time to think through things. If you do not know the answer, simply say you will get the information for them. If you do make a mistake, do not be afraid to admit it.

Although there may be few exceptions, the President should not appoint the same members to important positions constantly. All members should have equal opportunities to shine.

Check graciously on committee functioning. If a chairman is not performing assignments properly - - relieve him/her of his/her duties and make new appointments. (The President has the authority to appoint and remove.)

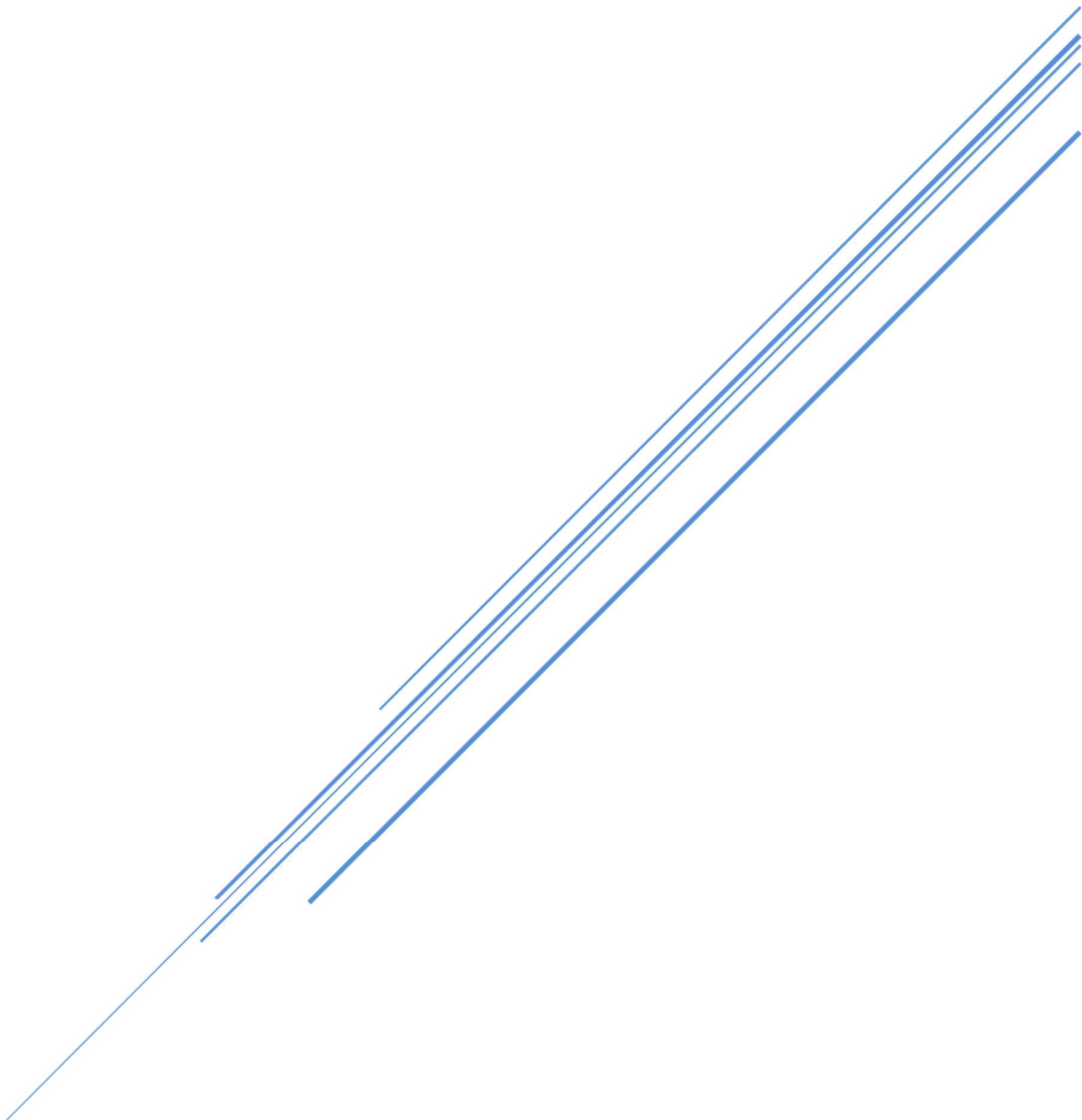
At the End of the President's Term

Be sure all required reports are completed and submitted on every level of the organization. Be aware of deadline dates for reports and be sure to meet them.

Turn over your files and records to the incoming President and see that each Chairman and Officer does the same. It is your duty to see that your leadership team completes this final responsibility - - so we can continue our organization's outstanding leadership and service.

SECTION IV

DEPARTMENT CHAIRMEN



VETERANS OF FOREIGN WARS AUXILIARY
DEPARTMENT OF ILLINOIS

DEPARTMENT CHAIRMEN

The element of teamwork starts with you. Your selection as a Department Chairman means that the President has his/her utmost confidence in your ability to promote the program. Since you have accepted this responsibility, it is your turn to prove this right.

Every program sponsored by the VFW and VFW Auxiliary, whether jointly or separately, they **C - O - M - P - L - I - M - E - N - T** each other.

The Sr. Vice President will supply previous Bulletins chairmen have included in Department Correspondence mailings for your review to help trigger your imagination. Following the Sr. Vice President's Conference, you will receive a copy of the National Ambassador's program for your respective chairmanship. Now, you need to develop the program for Illinois to promote. Review the National Awards and include and/or incorporate these awards in your program.

By accepting this appointment, you have accepted ALL the responsibilities that come with it. These responsibilities should be very high on your priority list.

Researching for your respective chairmanship should give you the passion for its development, nurturing and promoting the program statewide. You need to become your program, care for it, understand it, live it, and want it. Acquaint yourself with other types of research media to obtain fresh information; the internet offers a multitude of opportunities. Referring to old bulletins is a good reference, but we need to update our resources!

Bulletin Deadlines (For Department Correspondence - Newsletter)

The deadline for the Bulletins to be in the Department Office is by order of the Department President; failure to do so, unfortunately, means your Bulletin will not be included. Please mail/email a clean copy of your bulletin in ample time to the Department Office.

National Ambassador

Following the Department Convention, send a letter of introduction and a copy of your program to the National Ambassador. Remember to keep in contact with your National Ambassador throughout the year. After your Bulletin is submitted, please send it to your National Ambassador (typed or handwritten); a note is always a nice touch.

National Award for Department

As a Department Chairman, the National Ambassador for each program judges the Department in each Program Division on the promotion material written by the Department Chairman promoting his/her program within the Department through Newsletter/Bulletins, eBlasts, articles for VFW Newspaper, special emails and/or mailings, etc. The President, Officers, Delegates, and members of Illinois at the National Convention want to hear Illinois win. Do it not just to reward yourself but reaffirm the President's choice for the chairmanship.

Teamwork

"Teamwork is the ability to work together towards a common vision. The ability to direct individual accomplishments towards organizational objectives. It is the fuel that allows common people to attain uncommon result."

As a Department Chairman, you are an important member of the "TEAM". We need to have more participation from the District Chairmen. At the end of the year when information is needed for reporting, make your first call to the District President.

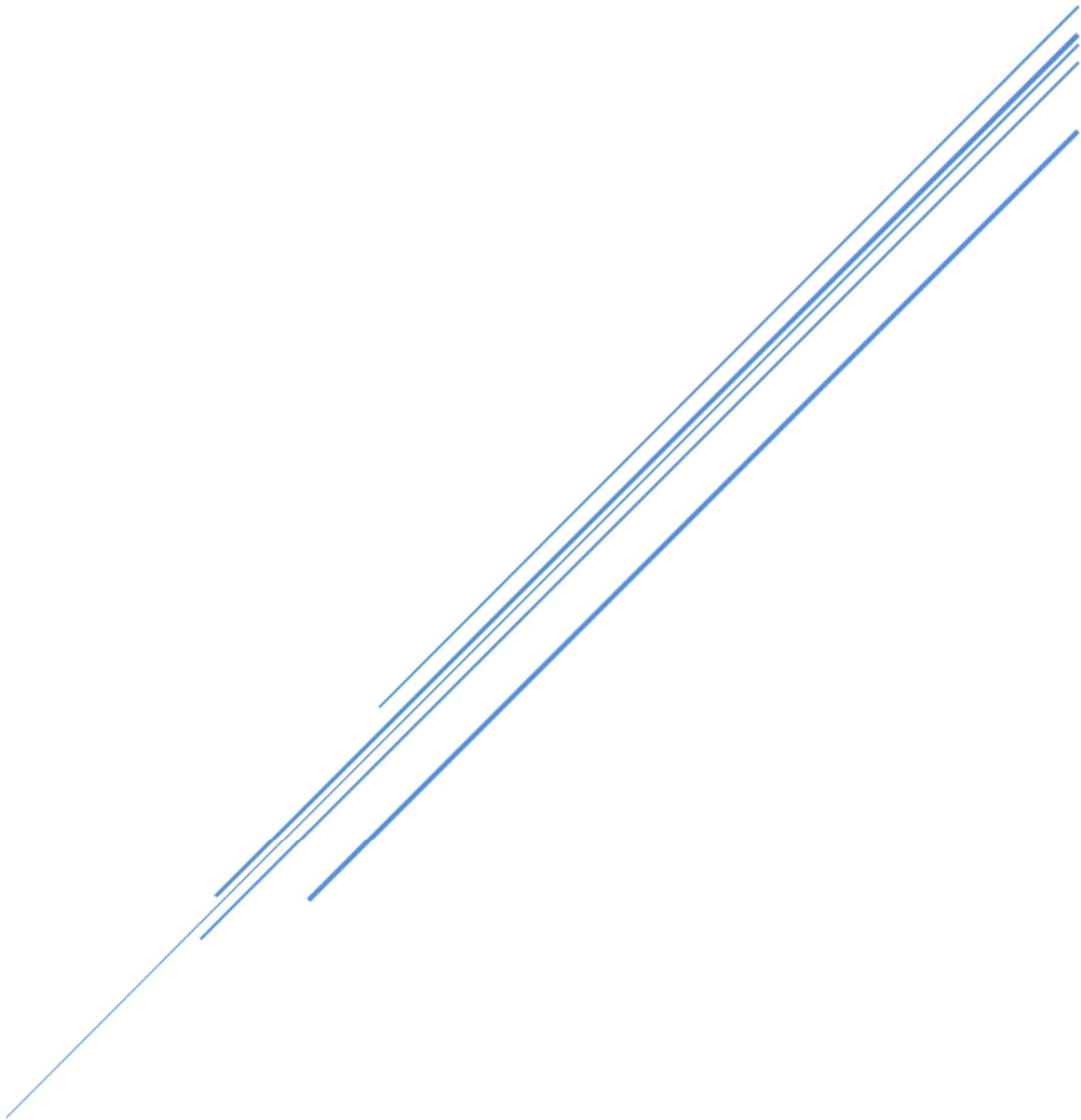
The District Chairmen are a significant asset to this team. As a Department Chairmen, you need to re-enforce the importance of the District Chairmen and strive to let them know they are appreciated, and they play a vital role in the success of the TEAM.

In May, the Department Office will issue a letter/email to the Department Chairmen with the total number of Auxiliaries National says the Department of Illinois will be responsible for. It is also important for the Department Office to include a listing of the disbanded Auxiliaries so the Department Chairman will know that a report will not be received from that Auxiliary. Newly instituted Auxiliaries are NOT responsible for donations or reports the first year they are instituted.

Each year we set goals and for the Department to reach those goals we must work together as a TEAM. Each year the Department Chairmen set Awards and Citation, and some are based on being reported by December 31. That is a goal being reported by December 31. If you are reported that also means you are participated. We need to encourage the Auxiliaries to continue to report after December 31 because the number of members, dollars, time, etc. is all-important to report as a Department to National.

SECTION V

OTHER DEPARTMENT POSITIONS



VETERANS OF FOREIGN WARS AUXILIARY
DEPARTMENT OF ILLINOIS

WEBMASTER

The WEBMASTER is responsible for creating and maintaining the Department of Illinois VFW Auxiliary website. Information for inclusion on the website must be provided to the webmaster in writing.

The maintenance includes but is not limited to the following:

- A program page for each program that includes an intro from the Department Chairman with a picture, the program from the program book, the report form, and a link to the online report form and all bulletins. It can include links as requested by the Department Chairman.
- The Home Page will include a welcome message.
- A page/link for the donations listing as submitted by the Department Treasurer
- A page/link for the X Sheet
- Links to appropriate VFW and Auxiliary pages
- A Newsletter Page with Department Correspondence pages
- Eligibility information
- District Information
- A Dates to Remember page
- A news page that will have links to pages from events that can include pictures
- Other pages as needed or directed by the Department President

Special National and Department alerts and announcements can be placed on the page by request. Other items can be placed on the website by requesting the webmaster to include them.

EVENTS COORDINATOR

The Events Coordinator makes the necessary arrangements with hotels, VFW Posts, or other facilities that are hosting a VFW Auxiliary function. The Events Coordinator will negotiate contracts but cannot sign the contracts. The Department Treasurer must sign all contracts.

All hotel accommodations for Council of Administration meetings, except the first council meeting and Convention, are customarily made with the VFW Headquarters in Springfield or online. Information about the hotel is based on information from the Department of IL VFW or VFW Auxiliary (i.e., the IL VFW does not always have a fall Council meeting and the VFW Auxiliary plans its own.). Other accommodations, i.e., Big Ten, National Mid-Year Conference, National President's Homecoming (if applicable), and National Convention are to be made on your own.

Hotel accommodations for the Department Chairmen's Conference, District Presidents' Conference, Hospital Conference, Deputy Chiefs of Staff Conference and will be handled by the Events Coordinator.

The Events Coordinator will work with the facilities and consult with the Department President. The Events Coordinator should be familiar with the budget so that all expenses remain within the amounts accepted by the Council of Administration.

At the discretion of the Department Sr. Vice President, you may be asked to assist with the coordination of the Incoming Chairmen's Conference, Incoming District Presidents' Conference, Chief of Staff Conference, and Hospital Conference.

Council of Administration Meetings

The Events Coordinator will be responsible for securing, setting up, and testing all IT equipment that may be needed for all Council of Administration Meetings and Convention. Prior contact with the venue may be needed to secure all IT needs.

July/August

Summer Council of Administration meeting: The Events Coordinator will work with the VFW to secure a comp room for the Department President, provided it is written in the contract signed by the VFW with the facility. The Events Coordinator will contact the hotel sales/Catering that will be hosting the Council of Administration meeting to coordinate a meeting room.

October/November

Fall Council of Administration meeting: The Events Coordinator may work with the VFW or the hotel directly to secure a comp room for the Department President. The Events Coordinator will contact the hotel Sales/Catering that will be hosting the Council of Administration meeting and coordinate a meeting room and sleeping rooms.

February

Winter Council of Administration meeting: The Events Coordinator may work with the VFW to secure a comp room for the Department President/Sr. Vice President. The Events Coordinator will contact the hotel sales/Catering that will be hosting the Council of Administration meeting to coordinate a meeting room and sleeping rooms.

June

Department Convention Council of Administration meeting: The Events Coordinator may work with the VFW to secure a comp room for the Department President, Department Sr. Vice President, Department Jr. Vice President, Department Secretary, Department Treasurer, and Event Coordinator as available. The Coordinator will contact the hotel Sales/Catering hosting the Council of Administration meeting to coordinate a meeting room, dinner functions, and registration area.

The Events Coordinator will make the reservation for the National Representative.

<u>Functions</u>	<u>Duty of</u>
Set Convention Floor and Hall for Meeting	Events Coordinator
<ul style="list-style-type: none">• Set Floor for Floor Work• Officer Banners• District Seating• Memorial Table• Flag Stands• Microphone Locations• IT equipment• Water Stations• Wastebaskets• Deliveries• Storage Area	

Provisions/Arrangements made for:

Registration
Credentials

Past District President's Meeting Room
First Aid

Flowers for Joint Memorial Services
Flowers for Auxiliary Memorial Service
Gold Star Parents
Page Badges
Convention Badges
Citations for Programs
Patriotic Organizations
Flag and Banner Presentation
Council Dinner
Agenda
Accommodations
Cocktail Party
Patriotic Rally
PDP Get Together

Department Secretary
Department Treasurer
Chaplain/Conductor/Conductress
Secretary
Secretary
Secretary/Chairmen
Secretary
Conductor/Conductress
President/Events Coordinator
President/Secretary
Events Coordinator
#2 PDP on Council
VFW and Patriotic Instructor
Events Coordinator with the PDP President

Special Functions

National President's Visit

Work with President on hotel arrangements, special needs for National President, and work with the committee on banquet arrangements, hall, menu, etc.

The Coordinator will assist the President, Chairman, and Co-Chairman as requested.

AIDE to NATIONAL PRESIDENT and/or NATIONAL REPRESENTATIVE

When asked to be the Aide to a National Representative visiting our Department for a particular function here are some guidelines to follow.

Since the Department President has a busy schedule and is in demand by others in the Department, his/her time is limited, and he/she is relying on you to "entertain" and take care of the National Representative. the Department President feels confident in your ability otherwise he/she would not have asked you.

It is suggested that the Aide have "goodies" for the National Rep's hotel room. A basket or container to hold candy, crackers, gum, hard candies, fruit, bottled soda, juice, and water; try to make a nice arrangement. A small vase with flowers is also a nice touch. This "gift" basket can be enjoyed when the National Representative is back in the room for the evening or relaxing between events. Remember these are all lasting impressions of you and the Illinois VFW Auxiliary. Keep all receipts so you can be reimbursed. The Department President will advise the Aide of the budgeted amount.

You should work with the Events Coordinator to have your rooms located near each other. Coordinate times prior to a scheduled event to pick him/her up and escort him/her back to his/her room.

The evening before, ask about breakfast arrangements, if the National Representative wants to order in or prefers the hotel restaurant or an offsite restaurant, coordinate times and take him/her

to breakfast. Always advise and ask the Department President if he/she would like to join you. Same for lunch and/or dinner if there are no other arrangements. Check with the Department President on his/her intentions. Keep the receipts so you are reimbursed.

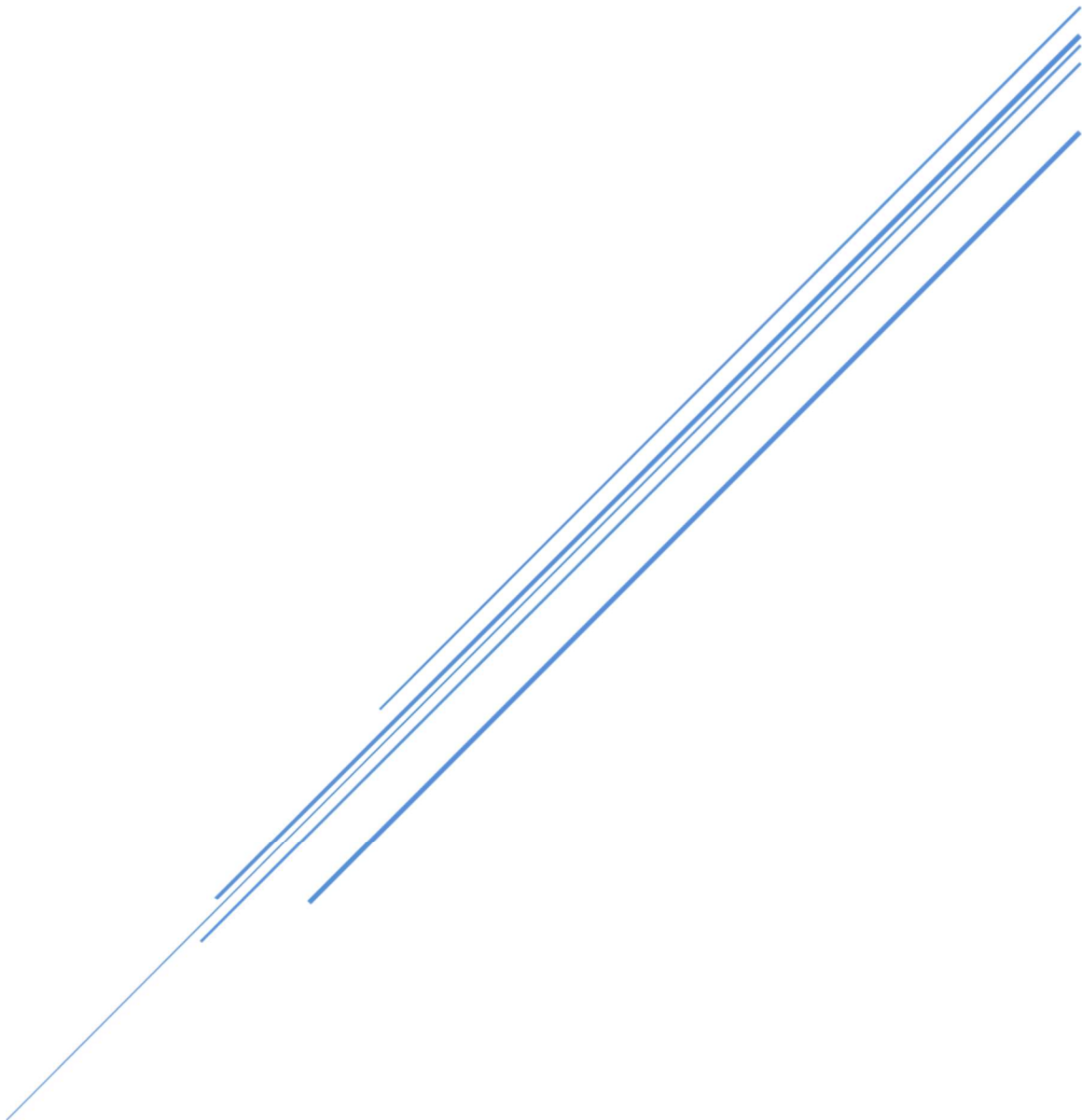
If the National Representative wants to meet some of the people, escort him/her to various rooms and make the introductions.

Coordinate with the Department President on the National Representative's arrival and departure arrangements.

It is suggested that a Department Line Officer not be appointed as Aide at the Department Convention.

SECTION VI

DEPARTMENT COMMITTEES
SPECIAL EVENTS



VETERANS OF FOREIGN WARS AUXILIARY
DEPARTMENT OF ILLINOIS

COMMITTEES

Audit Committee

(Also, reference Bylaws Section 606C)

The Department President shall appoint an Audit Committee composed of at least three (3) it is two members of the Council of Administration or any Past Department President. It is recommended the Audit Committee consist of the Department Chaplain as Chairman, Department Conductress, and Department Guard. It shall be the duty of the Audit Committee to audit properly the books and records of the Department Treasurer. This will include , all Hospital Funds, and National Line Officers Fund (if applicable). A detailed statement will be reported at each Council of Administration meeting. The Audit Committee shall certify by their signatures in the books that the books and records were found correct. The Audit Committee must sign the approved audit before sending it to National Headquarters. Usually due by Oct 1.

The Chairman of the Audit Committee shall schedule audits to allow Treasurer ample time to get the Budget and Treasurer's Report to Council and Budget Committee ten (10) days prior to the Council meeting.

Department Books and Records are to be audited by the Audit Committee appointed by the Department President. The Audit Committee will meet prior to the February, June, and August Council Meetings to Audit the Department Treasurer's records, to include Hospital accounts and National Line Officer's Fund (when applicable).

Budget Committee

(Also, reference Bylaws Section 606D)

The Budget Committee shall consist of a chairman and a minimum of two (2) members, appointed by the Department President. It is recommended the Budget Committee consists of the following Department officers: President, Senior Vice President, Junior Vice President, Secretary, Treasurer, Junior Past Department President, and Past National Presidents from Illinois. Inviting the remaining Line Officers to attend for learning purposes is a good idea. The Budget Committee shall prepare a proposed budget from the tentative budget submitted by the Department Treasurer insuring it sets forth all estimated receipts and anticipated expenses for the financial operation of the Department for the ensuing year. The proposed budget shall be submitted by the Chairman of the Budget Committee to the members of the Department Council of Administration for adoption at its second meeting following the Department Convention. Final action must be taken on the adoption of the budget at said meeting and when adopted, it shall control expenditures of the Department, unless otherwise provided by the Council of Administration. A copy of the approved budget must be forwarded to the National Treasurer. All members of the budget committee must sign the budget before it is sent to the National Treasurer.

The Budget Committee shall review the latest Budget report prior to all Council of Administration meetings and call the Council's attention to items that may need action.

The Department Treasurer shall submit a copy of the budget and Treasurer's Report to the Budget Chairman and Department President at least ten (10) days prior to the Council meeting, for review prior to their report at the Council.

The final budget for the previous year is to be presented and approved **no later than the third** Council of Administration Meeting. Approval of the Council of Administration is needed if the final budget cannot be done at that time.

NOTE: All Illinois Past National Presidents should be invited to be a part of EVERY committee. The Past National President has the option of choosing whether or not to be a member of any committee.

HOSPITAL PROGRAM

Hospital and VAVS Program

All VAVS Representatives, Deputies, and Associates Representatives are certified for an "Indefinite Period" (until replaced).

If the VAVS Representatives, Deputies, and Associate Representatives are to be the same ones they will not be re-certified. Their previous certification remains in effect ("indefinite period").

Department President

The Department President must give the hospital program his/her continued support, encouragement, and interest. He/she shall promote the hospital program by discussing it during his/her visits to the Districts. The Department President shall:

1. Choose each VAVS Representative, Deputy, Associate Representative, and representatives to other hospitals, where applicable, with great care. He/she shall seek effective, enthusiastic women or men who work well with people, are capable of enlisting the help of others, and can organize that help to the best advantage. When a Representative or Deputy is to be named, the Department President may consult with the officers of local Auxiliaries near the hospital for recommendations. A good representative should be retained.
2. Replace a VAVS Representative, Deputy, or Associate Representative when it is in the best interests of the Department Hospital Program. Should it be necessary to remove a current Representative, he/she must be **notified in writing** with copies to the Veterans Affairs Medical Center, Department Hospital Chairman, National Hospital Director, and National Headquarters Office. A letter of recommendation including the name, address, telephone number, and Auxiliary number of the new Representative shall be submitted to National Headquarters for certification.
3. Submit to National Headquarters a recommendation for certification of all VAVS Representatives, Deputies, and Associates Representatives for the ensuing year on forms furnished for that purpose.
4. Send a letter of recommendation to the National Headquarters Office, with copies to the National Hospital Director and Chief, Voluntary Service advising that a Representative has qualified to become an Honorary VAVS Representative. National Headquarters will issue a special certificate of merit to be presented to them.
5. Maintain his/her interest in the work of each Representative.
6. Visit each VA hospital in his/her state where there is a Department Representative.

Department Hospital Chairman

The Department Hospital Chairman is appointed by the Department President and is responsible for coordinating all VFW Auxiliary hospital work within his/her state, including work done in VA Medical Centers, military, community and children's hospitals, nursing and convalescent homes, therapy centers, clinics, etc. He/She shall:

1. See that resources of money and volunteer hours are well spent in service to hospital patients.
2. Keep the Auxiliaries within the Department informed by sending promotional bulletins, with copies to the National Deputy Director.
3. See that the VFW Auxiliary is well represented on the VAVS Advisory Committee at each VA Medical Center in the Department.
4. Read the minutes of the quarterly VAVS Advisory Committee meetings held at each Medical Center in the Department. You shall check attendance, commend good attendance, inquire about the reason for any continued absences and immediately inform the Department President of any issue that may require his/her attention.
5. Recommend to the Department President the replacement of Representatives who are not fulfilling their responsibilities at VA or other hospitals.
6. Maintain a permanent file of service pins awarded to volunteers to be turned over to their successors.
7. See that all-important information provided by the National Ambassador, Deputy Director, and National Chairman is forwarded to the VAVS Representatives, Hospital Representatives, and local Auxiliary Hospital Chairmen.
8. The Department Hospital Chairman has an expense account and verifies the Department reimburses the Department Officer for traveling to his/her assigned facility for official visits with funds taken from the Hospital Fund. Every effort should be made so the Officer traveling does not have out-of-pocket expense.

Refer to the HOSPITAL PROGRAM AND VAVS GUIDE (Revised November 2015) issued by the VFW Auxiliary for further details.

HOSPITAL VISITS

President w/ Hospital Chairman and/or Co-Chairman Official Visit to Illinois VA facilities

As President, the remaining facilities in the State of Illinois will be visited along with the Hospital Chairman; Edward Hines, Jesse Brown (formerly West Side), Captain James A. Lovell Federal Health Care Center (formerly North Chicago), VA Illiana Medical Center (aka Danville), and Marion VA.

Jr. Vice President w/Hospital Chairman and/or Co-Chairman visiting Illinois Veterans' Homes with Illinois Representative

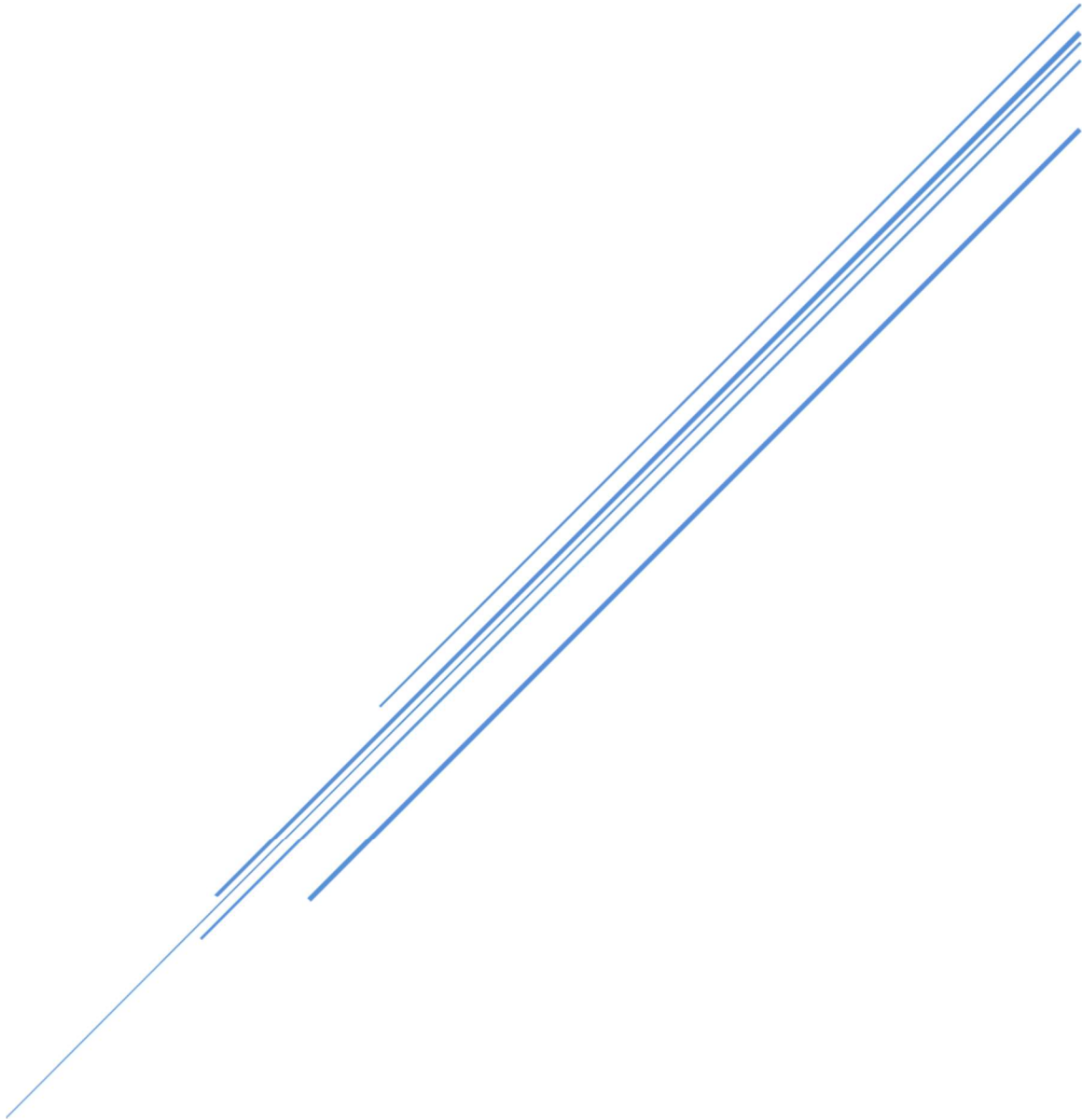
The Jr. Vice President, during his/her term of office, will coordinate with the Hospital Chairman and/or Co-Chairman about making his/her official visit to the five Illinois Veterans' Homes where Illinois has representation; Anna, LaSalle, Manteno, Quincy, and Chicago.

The Chaplain w/Hospital Chairman and/or Co-Chairman Visiting Out of State VA Facilities with Illinois Representation

The Chaplain during his/her term of office will coordinate with the Hospital Chairman and/or Co-Chairman about making his/her official visit to any out-of-state facilities where Illinois has representation.

SECTION VII

NATIONAL CONVENTION



VETERANS OF FOREIGN WARS AUXILIARY
DEPARTMENT OF ILLINOIS

NATIONAL CONVENTION

The Jr. Past Department President may have a Convention appointment from the National President. The appointment is at the discretion of the National President and can vary from working Registration, Floor Page, or Assistant Guard as a few examples. Depending on the appointment, the Jr. Past President may or may not be in the room when National announces awards. If he/she is not in the room, and if the Chairman winning the award is not present, the Department President should accept the award.

The Line Officers usually sit together in the first row where the Illinois sign is located on the Convention floor.

- Following are tentative highlights that as Department President are your responsibility to attend since you receive Department expenses. Check the National Magazine or Auxiliary Website for Convention Schedule information.
- National Council of Administration meeting
- Joint Memorial Service
- Big Ten Conference Meeting
- Auxiliary Opening Session
- Joint Opening
- National President's Luncheon/Dinner
- All Auxiliary Business Sessions
- Flag and Banner Presentation
- Workshops
- Patriotic Rally
- VFW Auxiliary Memorial Services
- Nomination of Officers

Flight Schedule permitting:

- Installation of Officers
- Commander in Chief and National President's Reception

It has been customary at the Department President's discretion, to ask the Sr. Vice President and Jr. Vice President to bring in the two small flags at the Flag and Banner Presentation.

It is customary at National Convention to present a corsage to any member being installed at National Convention. This includes the National Council Member.

Illinois Candidate for National Office

If Illinois has a candidate for National Officer at National Convention, the candidate will arrange with the Department Guard to assemble a group of Illinois members to assist in passing out the giveaways.

- After the end of the National Election, as well as the closing of the convention, the committee needs to be ready with hand-outs outside of the Convention meeting room
- The year of the election, handouts/giveaways are given at National Convention on the Wednesday of Convention.

Outline/Timeline for Candidate

Have Department's endorsement at least three to four years in advance, so fundraising can start early on for upcoming expenses.

Choose a knowledgeable and strong Campaign Chairman and Committee.

Prior to the National Convention that you declare your candidacy, develop a campaign brochure for distribution during the year you are a candidate.

- Campaign Brochure:
 - National Convention 1st announcement 900
 - Big Ten Conference 350
 - Eastern Conference 300
 - Southern Conference 350
 - Western Conference 300
 - Mid-Year Conference 300 (optional)
 - National Convention Final handout 1,000-1,500
 - Past National Presidents 20+
 - Conference Meetings 500

A letter of support is sent in early-mid May to the Department Presidents and Secretaries to read at all Department Conventions. Announcement cards are to be printed and sent.

The candidate is expected to present each Past National President with a gift. As a candidate, National will notify you when and where the gifts are to be presented. If notification is not received, ask the National Secretary/Treasurer.

Write letters requesting permission to attend each of the Conference meetings at the National Convention prior to the election (June). Letters should go to the Conference President and Secretary. Make sure you include that you will be making a three to five-minute speech and you will be in the company of other members of your Department. (Speeches at Conference should be no more than five to six minutes.) Ask for hotel, banquet, and other information in the request letter. Campaign Ad to be done for each Conference meeting if a Program Book is printed.

National President's Homecoming: make all hotel and banquet reservations, and usually place an ad in the Homecoming Book.

The National Editor will contact all candidates running for the office of Guard with one or two questions. This is for an article in an issue printed prior to the National Convention.

Tally Sheet: computerized voting is posted on large screens in the meeting room.

Sometime in May/June, the Candidate should receive a letter from either the current National Guard or National Headquarters with suggestions and directions on what is needed or expected of you.

Make as many caucuses as you can. You cannot possibly be prepared to answer the many different questions they will ask.

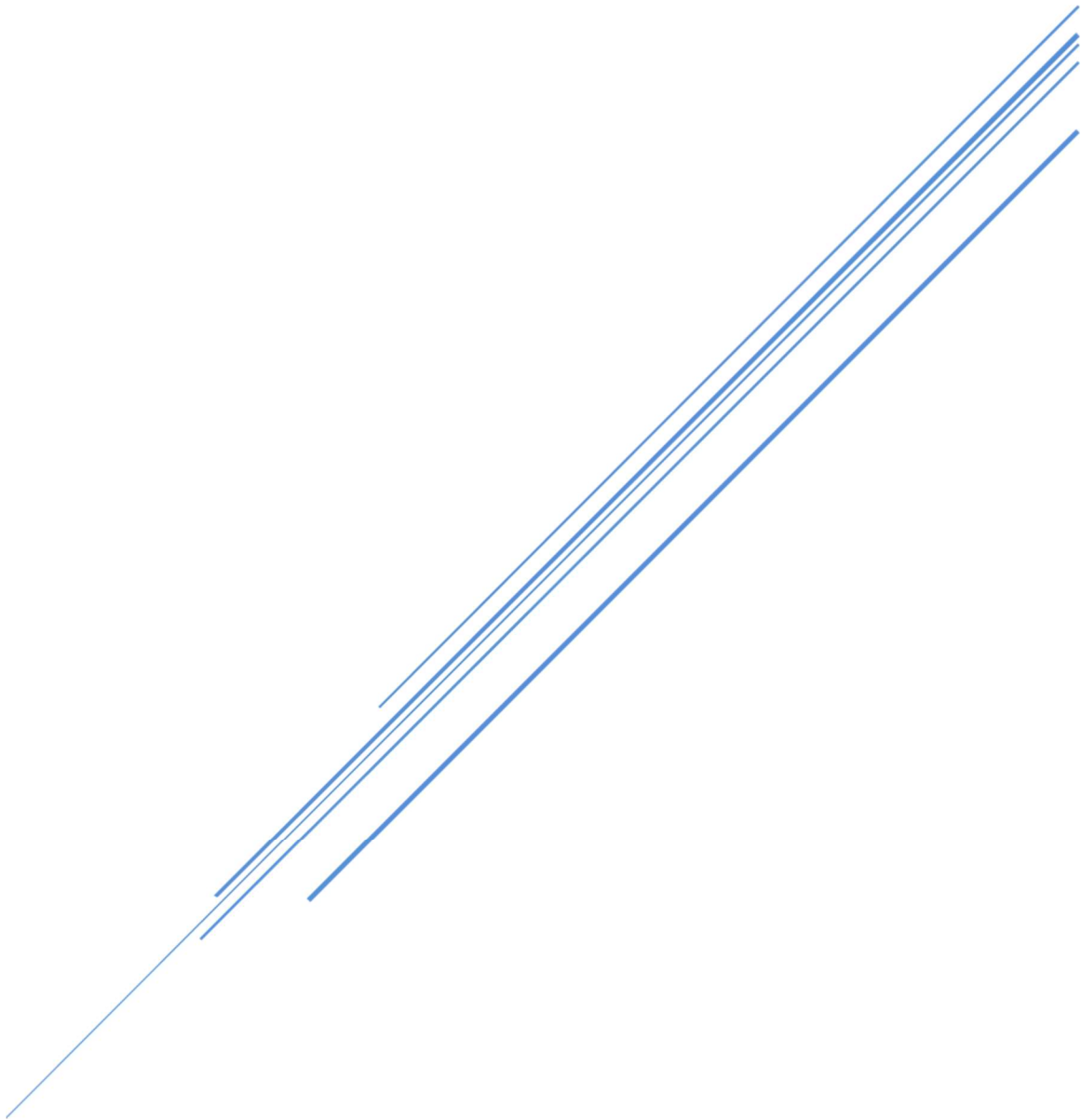
Always say hello, always wear a smile, please and thank you's always go a long way and will always be remembered.

Fundraising for Campaign Expenses

- The Department upon or shortly thereafter naming the Chairman and Committee, should plan for a fundraiser to cover campaign expenses. There can be several fundraising ideas and/or efforts from a yearlong raffle, monthly lottery, raffle tickets for prizes, selling of merchandise, and so on.
- The expenses that would be incurred by the campaign fund cover the expense of printing the raffle tickets, postage for mailing, envelopes, and printing of letters. Never turn down a donation if someone is willing to pay for the envelopes or run off the letters.
- When the candidate starts his/her travels to National functions and the other Conferences, the registration fee, hotel, airfare or mileage, campaign ad, and giveaways are covered by the campaign fund. This would be for the Candidate and the companions (those selected to introduce him/her at the conferences).
- The functions the candidate should attend are the National Convention where he/she declares his/her candidacy, National President's Homecoming, Big Ten Conference, Eastern Conference, Southern Conference, Western Conference, Mid-Year Conference and National Convention where, hopefully, the Illinois candidate will be elected as National Guard to start the five-year journey to becoming the National President.

SECTION VIII

DEPARTMENT EVENTS



VETERANS OF FOREIGN WARS AUXILIARY
DEPARTMENT OF ILLINOIS

ILLINOIS DAY at the VFW National Home

The Department President and Commander, along with the Department VFW Auxiliary Buddy Poppy/VFW National Home Chairman and the State VFW National Home Chairman will discuss plans for Illinois Day at the National Home. Based on the wishes of the President and Commander, the necessary plans and arrangements are carried out by the VFW and Auxiliary Chairmen with the staff at the National Home.

The Department Auxiliary Chairman should be aware that the VFW needs to know whom and how many may be planning to attend because lunch is served during your visit at the Home. Necessary information on Illinois Day at National Home should be included in the Buddy Poppy / VFW National Home Bulletin submitted by the Chairman including information on hotel accommodations, directions to the Home, and planned activities.

The Department President will put in writing to the Home any concerns, questions, or comments that have been noted.

The Council of Administration will approve any purchases or gifts.

The Department Budget allows for the President and Chairman's travel and accommodations for this trip.

BIG TEN CONFERENCE

The Big Ten Conference is a yearly event hosted by a State in the Big Ten Conference. The states rotate alphabetically on hosting the conference in October. The Big Ten States are Illinois: Indiana, Iowa, Michigan, Minnesota, Missouri, Nebraska, Ohio, South Dakota, and Wisconsin. The purpose of this Conference is to update the membership on the current programs. Each Department President is asked to promote a program at the morning session. During the afternoon session, each Department performs its Membership Skit. Other business is the election of officers and greeting and visiting with the National Line Officers.

At the discretion of the Department President, he/she shall instruct the Department Treasurer to send each Delegate his/her reimbursement up to the budgeted amount. Each Delegate will be responsible for paying his/her own registration fee from that reimbursement. Each Department has Delegates plus the President to the Big Ten Conference. Illinois has the President and four. It is at the discretion of the Department President as to who the Delegates are. Customarily, it is the Sr. Vice; Jr. Vice; Jr. Past Department President; Secretary, and/or Treasurer.

The morning session of the Conference is to conduct necessary business on the agenda and to hear the program presentation made by the Department Presidents. At the Big Ten Meeting at National Convention, the Department Presidents draw for their program presentations. This may change year to year at the discretion of the Big Ten President.

Nomination of Big Ten Officers and their Installation is also conducted at this meeting prior to the Membership Skit presentations. The Officers of the Big Ten include Big Ten President, Vice President, Treasurer, Chaplain, Conductor/Conductress, and Guard. Each year, the Guard is elected alphabetically rotation in Big Ten State and follows through the chairs as mentioned. Every tenth year, Illinois proposes a candidate to be elected as Big Ten Guard. It is customary that Illinois makes a motion at the June Department Convention to endorse its candidate for Big Ten Guard at the October meeting.

There is a registration associated with the conference that will include lunch and dinner.

The Membership Chairman and Co-Chairman will make the necessary arrangements to ensure the major parts of the membership skit are covered in case of the absence of a key character. It is advisable to communicate with the District Presidents to find out who will be attending.

If Illinois has the National President from its home state, it is suggested to purchase an Ad in the Conference Ad Book in support of his/her term.

It is also customary that the National Line Officers attend the Conference meeting. A meeting and/or get-together of the Officer and his/her respective State Officers is planned. Each host will plan this event differently. It is suggested that each Department Line Officer visit the website agenda of the hosting state prior to attending to verify the date, time, and location of any reception. Customarily, each Line Officer is expected to bring gifts for each of their 10 peers and their National Officer. Usually, the Department President will hand out 10 President's pins to each Line Officer to be included in their gifts.

There are Conference meetings held during or prior to the National Convention held in July. Generally, this is just a meeting to review business and meet any candidates for National Guard. However, presentation of the newly elected Department President is made. The Department President and Sr. Vice President will be asked to line up. The Sr. Vice gives a quick introduction of the new Department President.

ILLINOIS HOSTING THE BIG TEN CONFERENCE

At least two years prior to the actual Conference being hosted by Illinois, the Department President along with the Department Commander should announce their appointment of Chairman for the VFW Auxiliary and the VFW. The President and Commander should confer with their respective Jr. Vices (President and Commander the year Illinois hosts the Conference) prior to the selection and allow them to announce the Chairmen during your year. The VFW Auxiliary Chairman and Committee will assist the Illinois VFW in the various tasks associated with hosting the Big Ten Conference.

After securing a hotel location and making the necessary arrangements for the Conference, the VFW determines the registration fee and **WILL** have the pertinent information printed for distribution at the October Conference prior to hosting.

The VFW Auxiliary Chairman will address the Big Ten Conference at the October Conference and the meeting at National Convention. He/she will brief the members of the Big Ten on the hotel locations, sites around the area to visit, tour, and shop. He/she will also note transportation arrangements to and from the airport for those flying in. The Conference location is usually near a major airport.

The Illinois VFW Auxiliary Big Ten Conference Committee will work with the Illinois VFW on Transportation, Greetings, Welcome Baskets, Ditty Bags, Banquet Arrangements and assigned seating, Flowers, Programs for Banquet, Ad Book.

Transportation

The Conference Committee will work with the VFW on securing arrangements to transport arrivals from the airport to the hotel on Thursday and Friday and back to the airport on Sunday. Special attention is given to accommodations for the arrivals and departures of the National Officers.

Greetings

Customarily the Department President and Commander are stationed in the lobby to greet the guests upon their arrival and assist in directing them to areas of the hotel registration, Big Ten Registration, etc.

Welcome Baskets

Customarily, the National Officers, Department Presidents, Past National Presidents, National Directors from the Big Ten, and National Big Ten Chairmen are given a "Welcome Basket". This basket consists of various items, i.e., bottled water, cheese and cracker packet, piece of fruit (apple, orange), etc.

Ditty Bags

Letters are sent to various corporations soliciting donations of items for these ditty bags. Pens, Pencils, Rulers, Pads of Paper, and Emery Boards are types of items that may be put in these bags. Also, a letter or notice in Department newsletter for any Auxiliary wishing to donate money towards purchasing items for the Ditty Bags would be welcomed. The Ditty Bags are usually assembled at the hotel before the Conference.

Banquet

Assigned seating is coordinated and the luncheon and banquet ticket is noted with the respective table number in the registration packet. The Auxiliary to assist the VFW with table assignments. This may differ based on the decision of the Department of Illinois VFW.

The host state should invite ALL National Auxiliary officers to the special cocktail party held before the banquet. Any National Auxiliary Line Officers from the Big 10 should be seated at the Head table.

Programs

Work with the VFW on outlining the Program and have the proper titles and spellings for the individuals to be included in the program.

Ad Book

Work with the VFW on the Ad Book. Solicitation for Ads will be appreciated.

Registration Packets

Offer to assist the VFW Office with volunteers needed to stuff registration packets.

Entertainment

Friday is an "Attitude Adjustment" evening with live music and table snacks available.

Church Services

Arrangements are to be made for a location for services, which should be announced on the meeting floors.

Line Officer Meetings

It is also customary that when the National Line Officers attend the Conference meeting, a meeting and/or get-together for the Officer with his/her respective State Officers is coordinated.

The Illinois VFW Auxiliary Line Officers will be responsible for discussing and determining whether to have separate get-togethers or a joint get-together when each office can section off. i.e., National Sr. Vice President meeting with the Big Ten State Sr. Vice Presidents. Menus and pricing

information need to be available to the Illinois Line Officers and at the August meeting determine what the others would like to do.

Provisions need to be made in the Department Budget for any costs to be incurred as the host Department for the Big Ten Conference. In addition, the hotel accommodation for the Chairman should be allowed in the Department Budget, if not complimentary from the VFW.

Big Ten President from Illinois

Two to three years prior to the installation of a Big Ten President from the Department of Illinois, it is necessary for the Department to begin fundraising to support the Big Ten President during his/her time in office. It is customary for the Big Ten President to host a luncheon on the Friday of the Fall Big Ten Conference. Typically, Big Ten Officers, Big Ten Appointed Officers, National Officers, Big Ten Past National Presidents, Big Ten Department Presidents and Delegates are invited to attend. Funds from the Department of Illinois will be needed to cover the cost of this luncheon.

NATIONAL PRESIDENT'S VISIT

Keep plans simple with a reasonable schedule. The planned itinerary should allow ample time between events.

If you are having a business meeting of the Auxiliary, be prompt in starting the meeting; stay with the agenda and control the meeting with discretion.

Please notify the National President if he/she is to speak on a special subject and let him/her know how much time is allotted.

The Department Historian should be asked to do his/her respective job for the Visit. By a motion of the Council of Administration, he/she is on council expenses for the duration of the National President's Visit.

The Department Historian is the person responsible for compiling and sending the photos, press clippings, and detailed report of the National President's Visit to the VFW Auxiliary National Magazine within 15 days following the Visit. Work with him/her to see that he/she has the press clippings as soon as possible. When sending photos for publication, please legibly identify the people in the picture.

Depending on the type of Visit function, either a luncheon or Banquet, the only comp ticket will be for the guest of honor. All others are required to pay.

Introduction of the National President

The membership rises in recognition of the office when the Commander-in-Chief or National President is introduced. National Headquarters provides background on the National President or his/her representative who will be attending your meeting. You may wish to select portions of this material when preparing your introduction.

Assisting the National President

Make sure the driver is competent, courteous, and familiar with the city where the Visit will be held. Also, be sure a member is available who can brief the National President on the schedule as he/she goes from spot to spot. Arrange things so that he/she gets a little rest.

At a luncheon or banquet, it is proper to introduce head table guests at any time (such as between courses). The Emcee should have a complete list. He/she should ask the audience to withhold applause until all have been introduced, and then welcome the guests collectively. The Department President, Department Commander, National President and others who will be speaking may be introduced at the time they are to speak. They need not be introduced twice.

The program (if any besides the National President's message) should be kept short and interesting. The welcome and remarks from civic leaders should take a maximum of 10 minutes. Entertainment should be brief. The National President will need approximately 20 minutes. If these suggestions are followed, you will hold the interest of your members and the audience.

The following is a suggested head table-seating chart when the National President is the guest of honor. Keep the number of guests at the head table to a minimum.

- Civic Leader
- Spouse of Civic Leader
- Principle Leader
- Principle Speaker
- Spouse of Principle Speaker
- Department Commander
- Emcee (Chairman)
- PODIUM
- Department President
- National President
- Department Sr. Vice President
- Department Chaplain
- National Auxiliary Council Member
- Big 10 President (if from the Department of Illinois)

Other Department Officers (not listed on the chart) and spouses should be seated at a special honor table. When an event connected with the National President's Visit is held in a Post Home, be sure to recognize the Post Commander and Auxiliary President by making room for them at the head table and introducing them. If there is no room at the head table, set up an honor table, including others to be recognized.

Banquet, Reception, or Luncheon in Honor of National President

Customarily, and at the discretion of the Department President, the Sr. Vice President is Chairman of the function with the Jr. Vice President as Co-Chairman. The Department President will name the Committee, which will include the Department Historian.

The Events Coordinator will supply the menu of the selected hotel and/or VFW Post to the Chairman for discussion and selection by the Committee. The Committee will also discuss other expenses, including complimentary tickets and set a ticket price accordingly. This is not a fundraiser; we are just trying to cover our costs.

Ticket Chairman, Programs, Decorations Flowers/Corsages/Boutonnieres are to be chaired by the Committee. The following items are discussed as to who will chair particular aspects of the function:

- Theme
- Colors
- Table Linen
- Entertainment (if any)
- Programs
- Special Presentations
- Civic Leaders to be invited
- Place Cards
- Prayers
- Escorts
- Letters to Head Table Guests
- Letters to Civic Leaders
- Letters for Auxiliaries

A committee meeting is usually held at the Fall Council of Administration.

Tours

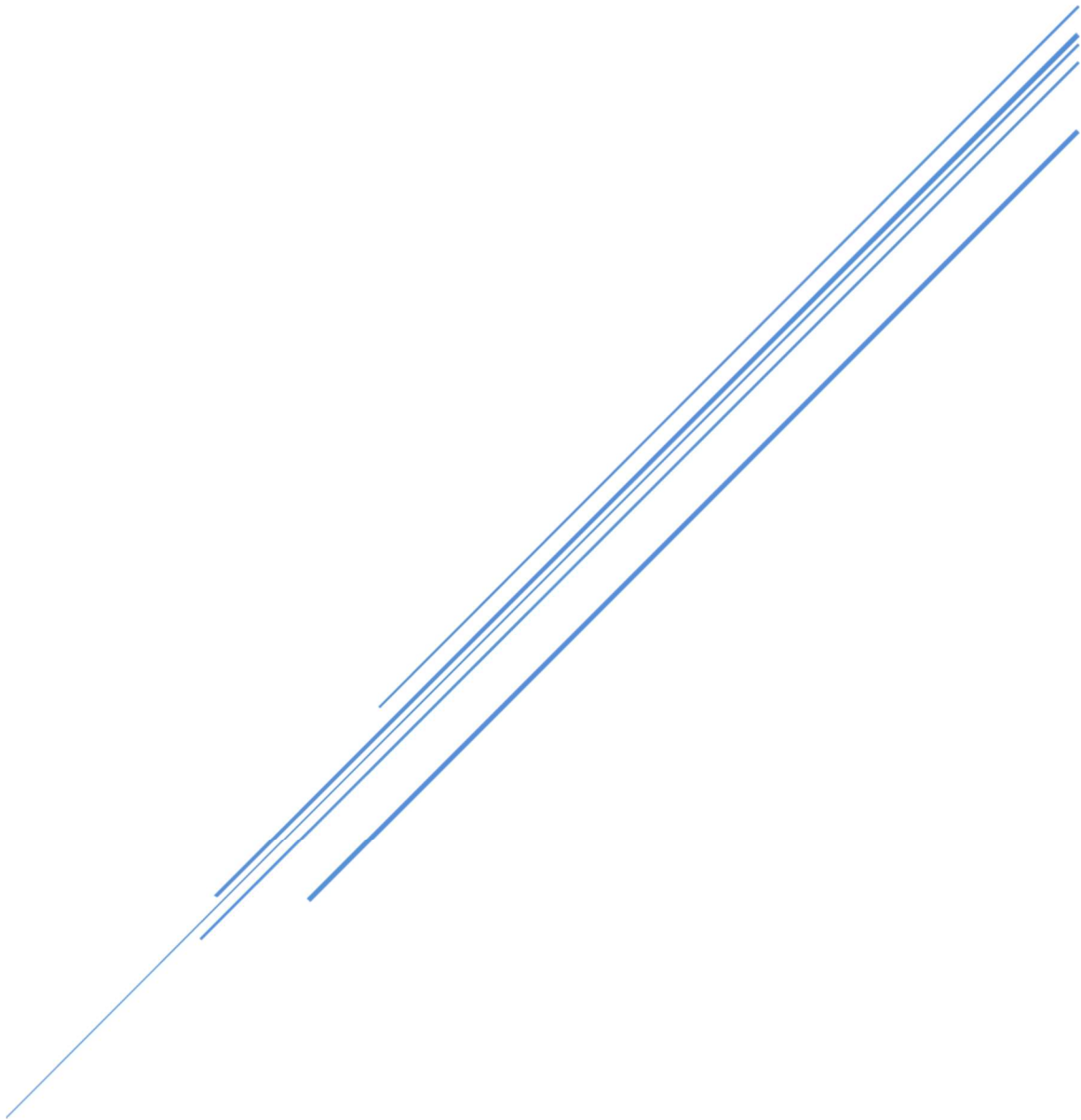
The Events Coordinator will work with and assist the President, Chairman, and Co-Chairman of the National President's Visit on any tour arrangements for the visit. If held during the Winter Council of Administration, the tour is to include the Council of Administration, the Past Department Presidents, and other guests invited and/or included by the Department President. The Events Coordinator will provide information to the aforementioned and Committee for discussion and recommendations. They will then carry out the wishes of the President, Chairman, Co-Chairman, and Committee.

Night on the Town (if held in conjunction with the National President's Visit)

The Events Coordinator will work with the Department President on a location to have the "Night on the Town" for the District Presidents with the National President. The Events Coordinator will provide necessary information to the President for his/her consideration and selection of restaurant and/or location. The Events Coordinator will make all necessary arrangements as directed by the Department President.

SECTION IX

PROTOCOL



VETERANS OF FOREIGN WARS AUXILIARY
DEPARTMENT OF ILLINOIS

BASIC PROTOCOL

(Correct Protocol should be observed at all meetings)

In-person meetings are preferred.

Video Conference Meetings

Meeting etiquette should be followed as if an in-person meeting. This will include:

- Cell phones shall be set to off or silent position during the entire meeting. If you must answer a call, please make sure you are muted or step away from the Video Meeting.
- There will be no smoking during the meeting, to include, but not limited to tobacco products, e-cigarettes, etc. during the meeting.
- No alcoholic beverages will be permitted during the meeting.
- Please limit background noises, i.e., televisions, animals, outside noises, etc.

Special Invitation

Advise all invited guests regarding their particular function. Give them a tentative program outline, the time they are to be on the program and how much time they are allotted, approximate size and make-up of the audience, and mode of dress. Written invitations are best and should include the city, time, name, and address of the location where the event is held. If you make your invitation by phone, be sure to send a letter of confirmation and obtain acceptance in writing.

In your follow-up letter, enclose complimentary tickets, or by the prearranged plan, have a member personally responsible for guest tickets. A standard rule is always to pay for the tickets of anyone you ask to do something for the organization or to whom you issue special invitations (this includes the person's spouse or guest).

Arrange to meet your guests. If you make a hotel reservation for them, be sure to follow their instructions as to the type of accommodations they prefer.

Corsages for women guests are a nice gesture, but if the treasury is low, forego them. Corsages should be presented before the banquet. In our organization, the Presiding Officer may accept a corsage, but does not wear it unless the guest of honor has one too, if a man, a boutonniere.

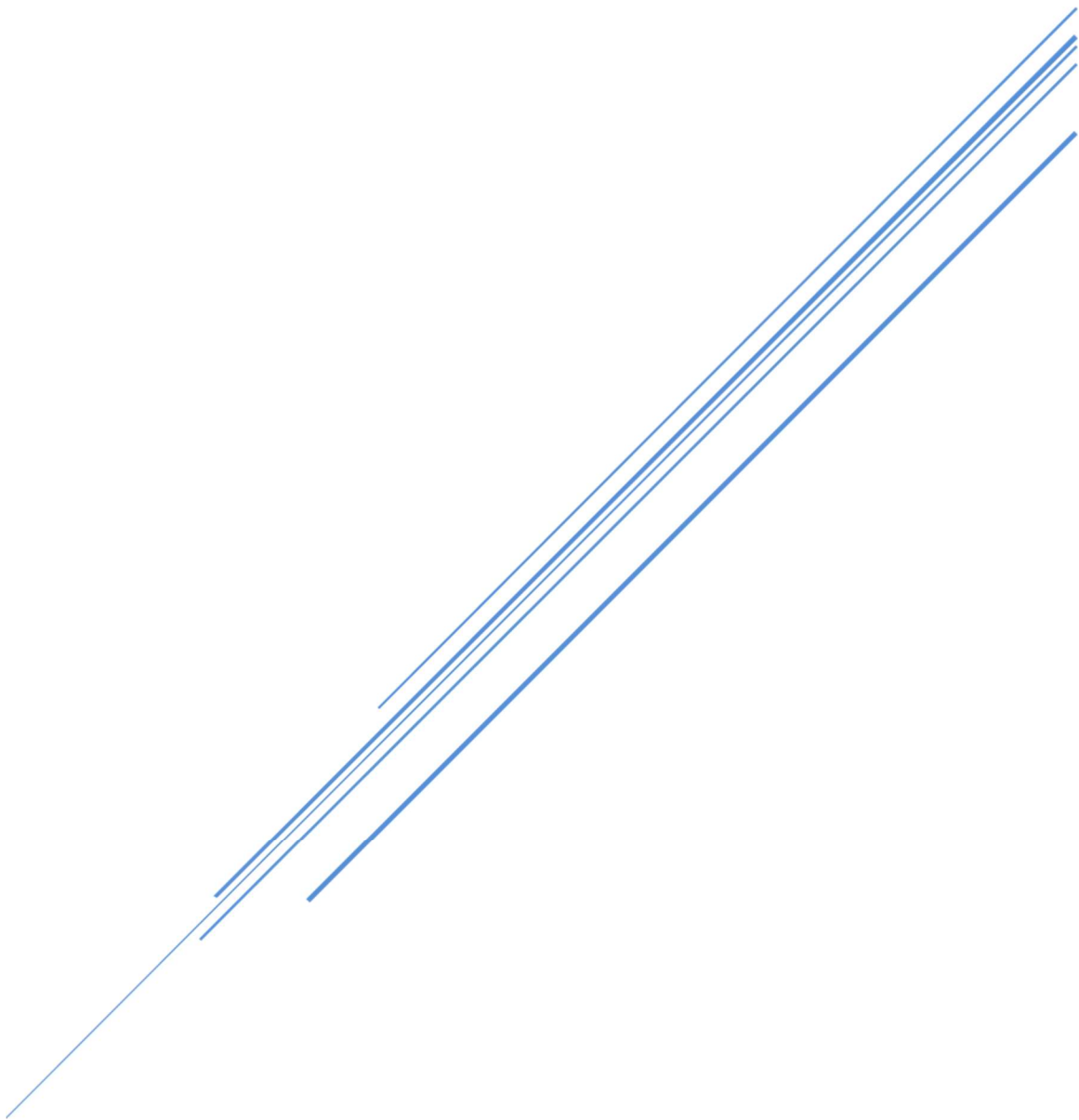
It is a good idea to have a host present to tell guests where they are to be seated. It is awkward for a guest to wander around in search of a place to sit or hang his/her coat.

Correct Introductions

When you introduce the head table, begin at your far left or right. If some members of the head table are going to speak, wait until that time to introduce them so that you will not be introducing them twice. Simply say, "Since other guests seated at the head table will be speaking later, I will introduce them to you at that time." or "Our speakers seated at the head table will be introduced when they speak." Introductions should be gracious but brief.

SECTION X

CHRONICLE OF REVISIONS
STANDING RULES



VETERANS OF FOREIGN WARS AUXILIARY
DEPARTMENT OF ILLINOIS

Chronicle of Reviews and Revisions to Guidebook

- Revision to the Office Procedure of October 28, 1989, and addition of Office Job Responsibilities were accepted by the Committee on Friday, February 10, 1995, at a special committee meeting held in Springfield, IL.
- This information will be kept on file in the Department Office and on the Department website.
- MOTION for review every two years.
 - At the discretion of the current Department President at the time of review, it is suggested that the Committee consist of the Department Line Officers, Junior Past Department President, and Past National Presidents from Illinois.
- Guidebook reviewed by Committee and proposed changes approved on February 10, 2007.
- Guidebook reviewed by Committee and proposed changes approved on June 25, 2009.
- Guidebook reviewed by Committee and proposed changes approved on February 12, 2011.
- Guidebook reviewed by Committee and proposed changes approved on February 8, 2014.
- Guidebook reviewed by Committee and proposed changes approved on June 15, 2017.
- Guidebook reviewed by Committee and proposed changes approved on February 9, 2019.
- Guidebook reviewed by Committee and proposed changes approved on February 12, 2021.
- Guidebook reviewed by Committee and proposed changes approved on February 11, 2023.

DEPARTMENT OF ILLINOIS STANDING RULES

1. Anyone who is receiving council expenses during a Council of Administration meeting or Department Convention shall be required to attend all functions; luncheons, dinners, banquets, etc. If not in attendance, the fee for such function shall automatically be deducted from your expense check prior to issuance.
2. Department members-at-large will pay annual dues of \$20.00. This amount must be remitted to the Department Treasurer as prescribed in the National Bylaws.
3. Each Auxiliary in the Department of Illinois will pay a delegate fee of \$7.00 for each delegate that the Auxiliary is entitled to and \$7.00 for the Auxiliary President regardless of attendance at the Department Convention.
4. The Department Treasurer shall issue checks for Council of Administration meeting expenses and mail them to the Council Members within a week after the Council meeting. No checks will be distributed at the meeting.