



August 22, 2025

Drew J. James, Commander
Department of Washington, VFW
5213 Pacific Hwy E
Fife, WA 98424

Re: Proposed Amended Bylaws

Dear Comrade James:

Receipt is acknowledged of the proposed revised Bylaws for the Department of Washington, VFW, submitted for review of the Commander-in-Chief in accordance with Section 502 of the Manual of Procedure.

These documents have been designated amended Bylaws to reflect their replacement of previously reviewed Bylaws.

A review of the proposed amended Bylaws discloses that they are in substantial compliance with the Congressional Charter, Bylaws, Manual of Procedure, Ritual, and laws and usages of the Veterans of Foreign Wars of the United States; however have been modified for compliance. To preclude any misunderstanding of the additions and/or deletions, an informal document has been attached.

A copy of the reviewed amended Bylaws has been retained for our files and two sets herewith returned.

Sincerely,

A handwritten signature in black ink, appearing to read "QSC", is positioned above the typed name of the signatory.

Quentin S. Carroll, Director
Administrative Operations

QSC: sb
Enc: Revised Bylaws (2)
cc: Department Adjutant (1)

NATIONAL HEADQUARTERS

406 W. 34th Street
Kansas City, MO 64111

Office 816.756.3390
Fax 816.968.1157

WASHINGTON OFFICE

200 Maryland Ave., N.E.
Washington, D.C. 20002

Office 202.543.2239
Fax 202.543.6719

info@vfw.org
www.vfw.org

NATIONAL BYLAWS/MANUAL OF PROCEDURE CONFLICT

DEPARTMENT OF WASHINGTON, VFW

Article V Section 12 (a)

Replace “Service Officer” with “Benefits Advisor” after “District and Post”

Reason: To conform with approved Bylaw Amendment from the 126th National Convention, which renamed the Post and District Service Officer as Benefits Advisor.



July, 2, 2025

Commander in Chief
VFW National Headquarters
406 West 34th Street
Kansas City, Missouri 64111

Comrade Commander,

Enclosed are the Bylaws for Department of Washington State Veterans of Foreign Wars for review and approval. They have been reviewed by the State Judge Advocate and approved by the Body.

Respectfully,

Joe Wright
State Adjutant
Department of Washington
Veterans of Foreign Wars

BYLAWS OF THE DEPARTMENT OF WASHINGTON VETERANS OF FOREIGN WARS OF THE UNITED STATES

ARTICLE I

Name & Jurisdiction, Department of Washington

SECTION 1. By virtue of and in accordance with the Charter granted, this organization shall be known as Department of Washington, Veterans of Foreign Wars of the United States.

SECTION 2. The jurisdiction of the Department shall be confined to the territorial limits of the State of Washington.

ARTICLE II

Subordinate and Governing Body

SECTION 1. The supreme power of the Department is vested in the National Convention of the Veterans of Foreign Wars of the United States and shall be at all times governed by the Congressional Charter and Bylaws, the orders issued by authority of the National Convention, National Council of Administration and the Commander-in-Chief.

SECTION 2. Subordinate to the provisions of Section 1 of this Article, the Department Convention, Department Commander, and the Department Council of Administration.

ARTICLE III

Composition of the Department Convention

SECTION 1. The composition of the Department Convention shall be as provided for by the National Bylaws.

SECTION 2. Delegates to the Department Convention shall be elected, one delegate and one alternate for each 30 members or fraction thereof in good standing in each Post as of March 31st.

SECTION 3. QUORUM: The minimum number of delegates required to constitute a quorum for the transaction of business at the Department Convention shall be accredited representatives, one-fourth of all Posts in the Department of Washington.

ARTICLE IV

Department Officers

SECTION 1. The elected officers of this Department shall be the Commander, Sr. Vice Commander, Jr. Vice Commander, the Quartermaster, Judge Advocate, Surgeon, and Chaplain. Their nomination, election, and term of office shall be in accordance with the provisions of Section 517 of the National Bylaws and Manual of Procedure. The Department Trustees, although elected to office, are not considered to be Department officers and shall not be members of the Council of Administration.

SECTION 2. The vacating and filling of all Department offices shall be in accordance with Section 520 of the National Bylaws and Manual of Procedure and the Judge Advocate may move to Jr Vice Commander, the Surgeon may move to Judge Advocate. The Council of administration accepts nominations to fill the Surgeon position.

SECTION 3. Inactive officers shall be removed, and vacancies shall be filled in accordance with Section 520 of National Bylaws and Manual of Procedure.

ARTICLE V

Duties of Department Officers

SECTION 1. The duties of all Department officers shall be those as prescribed by the National Bylaws, the lawful orders of the National Council of Administration or Commander-in-Chief and such additional duties as the Bylaws of the Department, lawful orders of the Department Convention and Council of Administration, or as the Department Commander may direct.

SECTION 2. COMMANDER: Among the duties of a Department Commander, they shall:

- a. Preside at all meetings of the Department Convention and Council of Administration, conducting such conventions and meetings in accordance with Article X of the Bylaws and Manual of Procedure and other parliamentary procedures.
- b. Enforce strict observances of the laws and usages of this organization, including Department Bylaws and the Congressional Charter, National Bylaws, Ritual and Manual of Procedure and all lawful orders from proper authorities.
- c. Insist that Department business and activities are conducted in such a manner that they do not violate any applicable governmental law, ordinance or regulation nor bring or tend to bring opprobrium or embarrassment on the Department, its members or the Veterans of Foreign Wars of the United States.
- d. Decide all questions of law and usage in the Department, subject to an appeal pursuant to these Bylaws.
- e. Immediately after entering the office, appoint an Adjutant, Chief of Staff, Inspector and Service Officer, and all other officers, committee chair, and committees not otherwise provided for, as may be necessary to carry out the responsibilities and function of the Department and lawful directive of the Commander-in-Chief. All may be removed at the pleasure of the Commander, provided, however, if any such officers are salaried, the appointment shall be made subject to the approval of the majority of members of the Department Council of Administration, and such officers may only be removed by the Department Commander with the approval of a majority vote of members of the Council of Administration or at the end of the term of appointment.
- f. Approve all expenditure vouchers for Department funds drawn upon the Quartermaster, before the same shall be paid, and countersign all checks for the disbursement of Departmental funds, unless otherwise provided by the Department Council of Administration.
- g. Assure that the office of Department Quartermaster is bonded according to Section 703, National Bylaws, and such bond to be approved by the Department Council of Administration.
- h. Assure that all dues and other monies due the National Headquarters and received by the Department are forwarded promptly, together with accurate reports or returns pertaining thereto.
- i. Assure that all reports are correctly prepared and promptly forwarded and that all business of the Department is handled with dispatch. (In a timely manner)
- j. Assure that eligible veterans are encouraged to join and maintain membership. The Commander may order a review of applications for membership to assure that eligibility has been properly determined.
- k. Enforce Department and National Convention mandates and perform as other duties required of them by the Department Convention and the National Bylaws, Ritual and Manual of Procedure and the laws and usages of the organization or orders from proper authority.
- l. In the event that the Department Quartermaster is, in the opinion of the Department Commander, incapacitated by reason of physical or mental impairment in a manner that prevents them from performing their usual duties, the Department Commander, with the approval of the Department Council of Administration by two-thirds vote, may appoint a Department Quartermaster Pro Tempore. The Department Quartermaster Pro Tempore shall perform all duties of the Department Quartermaster until such times as, in the opinion of the Department Commander and with the concurrence of the Council of Administration, acting by a two-thirds vote, the Department Quartermaster is able to fully perform their usual duties.

The Department Council of Administration shall, acting by two-thirds vote, decide the manner in which the salaries of the incapacitated Department Quartermaster and Department Quartermaster Pro Tempore will be administered.

- m. No one except the Department Commander or their duly authorized representative of the Council of Administration shall be authorized to appear before the Legislation or any Legislative Committee as representing the Veterans of Foreign Wars.

SECTION 3. SENIOR VICE COMMANDER: The Department Senior Vice Commander shall assist the Commander in preserving order, preside in the absence of the Commander, provide such advice and assistance as may be required and perform such other duties as are usually incident to such office or may from time to time be required by the laws and procedure of the organization or lawful orders from proper authority.

They shall serve as Chairman of the Finance Committee and shall be an ex-officio member of the Advisory Committee and Legislative Committee. They shall assist the Membership Director in Post Extension work.

SECTION 4. JUNIOR VICE COMMANDER: The Department Junior Vice Commander shall assist the Commander in preserving order, preside in the absence of the Commander and Senior Vice Commander, provide such advice and assistance as may be required and perform such other duties as are usually incident to such office or may from time to time be required of them by the laws and usages of the organization or lawful orders from proper authority. They shall be Chairman of the Department Junior Activities and shall be responsible for the planning and promotion of the Department Junior Activities. They shall serve as a member of the Finance Committee.

SECTION 5. ADJUTANT: Among the duties of the Department Adjutant shall:

- a. **Correspondence.** Be the official corresponding officer for the Department and shall attest to all official communications and reports with their signature and the seal of the Department.
- b. **General Orders & Memoranda.** By order and direction of the Department Commander, Council of Administration, or Department Convention, issue all general orders and memoranda and forward same as directed.
- c. **Records.** Maintain, on forms prescribed by National Headquarters, a roster of all Department officers and committees; A roster of all District officers and County Council officers, meeting times and places, county or counties and Posts comprising each District and Council; a roster of all Posts, Commanders, Adjutants, Quartermasters, meeting times & places, and membership data as taken from the consolidated dues reports or other information forwarded to them by the Department Quartermaster.
- d. **Files.** Maintain files for the following:
 - National General Orders
 - National Memoranda
 - Department General Orders
 - Department Memoranda
 - Consolidated dues reports
 - Budgets
 - Correspondence
 - Copies of the Proof of Eligibility submitted by officers pursuant to Section 516
- e. **Minutes.** Assure that a complete record is made of the minutes of all meetings of the Department Council of Administration and Department Convention and preserve and distribute copies of same as directed. They shall call the roll or, under their supervision, cause the same to be called at all official meetings and shall read to the body assembled, or cause to be read under their supervision, all official communications, resolutions, or other information pertinent to the meeting and consistent with the records of their office.
- f. **Reports.** As directed by the Department Commander, Council of Administration or Department Convention, compile and render such reports and data as is consistent with the general duties of the office, insofar as the records will permit.
- g. **Transfer of Records.** Transfer without delay to the successor in office all books, papers, records, monies and other property of the Department in their possession or under their control.

- h. **Compensation.** Receive as compensation for their services such a sum as the Council of Administration may, from time to time, determine.
- i. Comply with, and perform all other duties required of them by the Department Convention, Department Bylaws, Department Commander, Department Council of Administration, National Convention and the National Bylaws, Ritual and Manual of Procedure, the laws and usages of the organization and lawful orders from proper authority and perform other duties as may be incident to their office.
- j. In the event that the Department Commander is incapacitated by reasons of physical or mental impairment in a manner that prevents them for performing their usual duties, the Department Adjutant shall certify such condition to the Department Council of Administration, and, upon a two-thirds vote of the Council of Administration confirming such condition, the Department Senior Vice Commander shall temporarily assume the duties of the Department Commander. The Department Adjutant, when the Department Commander has recovered and is physically and mentally able to perform their duties, shall certify same to the Department Council of Administration and, acting by two-thirds vote, the Department Council of Administration may declare the Commander able to fully perform their usual duties.
- k. Upon certification by and from the Department Judge Advocate of the Department Bylaws amendments or changes the Department Adjutant shall immediately forward said amendments or changes to National Headquarters for consideration and review by the Commander-in-Chief. Upon review by the Commander-in-Chief, said amendments or changes shall be in full force and effect.
- l. Within ninety (90) days following the adjournment of the Department Convention, the Department Adjutant shall prepare, or cause to be prepared, copies of the official proceeding of the nomination, election and appointment of officers, a current roster of officers and committees combined with a current copy of the Department Bylaws which copies shall be furnished to each Post Commander, each member of the Council of Administration, the Department Historian, Department Service Officer, Legislative Officer, and all other officers the Department Commander may designate.
- m. They shall serve as an ex-officio member of the Commander's Advice Committee.

SECTION 6. QUARTERMASTER: Among the duties of the Department Quartermaster:

- a. **Receipt and Custody of Funds and other Property.** Receive and properly account for all monies due and payable to the Department and National Headquarters, as the Bylaws provide, and give an official written receipt, on forms prescribed by National Headquarters, for all monies, other than checks, received by them. They shall be the official accountable officer of the Department and the Treasurer of all Committees of the Department handling funds, and in their care shall be placed all securities, funds and accountable property of the Department.
- b. **Disbursement of Funds.** Expend Department funds only upon proper expenditure vouchers, which must be numbered in sequence, designate clearly to whom payment is to be made, itemized in detail the purpose of the expenditure, be approved by the Department Commander and within the approved budget allowance.
- c. **Checks Countersigned.** All checks for the expenditure vouchers, which must be numbered in sequence, the number of each check correspond with the voucher number authorizing the same, and in addition to the signature of the Quartermaster, shall be countersigned by the Department Commander, unless otherwise provided by the Department Council of Administration.
- d. **Bond.** Give good and sufficient security, in accordance with section 703 National Bylaws, and in an amount to be approved by the Council of Administration, for the faithful discharge of his/her duties, the cost of which shall be paid from Department funds.
- e. **Reports and Remittances – Dues.**
 - a. To the extent required, forward membership transmittal record forms to the Posts within the Department for reporting of members in good standing and dues payments.
 - b. Upon receipt of transmittal forms and dues payments, properly audit same and observe that the necessary and correct data is shown therein.
 - c. In every instance, they must credit the correct amount of National dues to the National dues fund and any and all discrepancies in the total remittance must be carried in the Department's general fund.

- d. Place National dues and all of the monies belonging to National Headquarters, as received by the Department Quartermaster, in a separate fund in no instance to be expended or used for any other purpose than its proper remittance to the Quartermaster General.
- e. On or before the fifteenth day and the last day of the month, prepare the consolidated report covering in detail all membership reports, transmittal forms and dues payments as received by him/her during the respective periods as stated above, and forward the same, together with the proper remittance, to the Quartermaster General.
- f. **Reports – Financial.**
 - a. Immediately following the close of each quarter of the Department fiscal year, prepare in detail a statement of all monies received and expended during said quarter or, at his/her option, during that portion of the fiscal year completed at the close of the quarter, together with cash balances at the beginning and end of the period covered by the report, statement of funds, cash & bank balances and such other information as shall be required by the Department Commander or the Commander-in-Chief.
 - b. Immediately following the close of the fiscal year, prepare a final statement of all monies received and expended during the year, together with a statement as to the financial worth of the Department.
 - c. Copies of such reports shall be forwarded to all members of the Department Council of Administration.
- g. **Reports – Annual & Miscellaneous.**
 - a. Prepare preceding the Department Convention a complete financial report in detail, covering that portion of the fiscal year which was completed as of the last day of the month preceding that in which the Convention is held.
 - b. Prepare for the Department Convention a membership report, a list of Posts in good standing and the number of delegates to which each Post is entitled, and such other reports the Department Commander, Council of Administration or Department Convention may direct.
- h. **Records & Files.** Maintain in an efficient manner and in detail, such records and files as are prescribed by National Headquarters in the Department uniform system of records and accounts and such other records and files as they may be required to maintain. They shall acquire and maintain an accurate roster of the membership in the Department.
- i. **Budget – Annual.** Prepare a tentative budget for the financial operations for the ensuing year. Said budget must be in general conformance with forms provided by National Headquarters and shall set forth all estimated receipts and anticipated expenditures. The Budget shall be in balance. Restricted funds shall be budgeted separately in every instance. The tentative budget must be submitted to the Department Council of Administration for consideration at its first meeting following Department Convention or at such times as may be specified in Department Bylaws. Final action must be taken on the adoption of budget at said meeting and when adopted it shall be the expenditure guide for the Department.
- j. **Transfer of Records & Funds.** They shall transfer to his/her successor in office, without delay, all books, records, papers, monies, securities and other property of the Department in their possession or under their control.
- k. **Compensation.** Receive, as compensation for their services, such sum as the Council of Administration may, from time to time, determine.
- l. They shall visit any Post or District in the Department that may appear clearly to be in need of help, as soon as the need for this assistance becomes apparent, with authority to examine all books and records, to interview all individuals that may be necessary to complete investigation, to audit books, to instruct Post and District Officers, and give such recommendations and advice to the Post or District as may appear necessary to reestablish the Post or District in good working order, making a full written report to the Department Commander, Department Inspector and Council of Administration of each visit and its results. The Department Quartermaster may appoint with the approval of the Department Commander a representative to perform the aforementioned.
- m. They shall be a member of the Department Buddy Poppy Committee, and Department Finance Committee.
- n. The Department Quartermaster shall be the Emergency Disaster Chairman, and shall maintain an Emergency Disaster Reserve Fund, and no expenditures or withdrawals shall be made there from for

emergency disaster except by two-thirds vote of the members of the Council of Administration present and voting at a regular or special meeting of the Council. In case of extreme emergency, the majority vote of any Department Convention.

- o. The Department Quartermaster shall maintain a National Home Fund for the purpose of maintaining and equipping of the Washington State Cottage at the Veterans of Foreign Wars National Home.
- p. The Department Quartermaster shall maintain a Contingency Fund, made up of any surplus funds at the end of each fiscal year. There shall be no withdrawal or expenditure against this fund except by majority vote of the members of the Council of Administration at any regular or special meeting of that body, or by a majority vote of the Department Convention.
- q. The Department Quartermaster shall be designated as the Department Building Coordinator.
- r. The Department Quartermaster shall be an ex-officio member of the Service Division Committee.
- s. Comply with and perform all other duties required of them by the laws and usages of this organization, the Department Convention, Department Bylaws, Department Commander, Department Council of Administration, the National Convention and National Bylaws, Ritual and Manual of Procedure and lawful orders from proper authority and perform such other duties as may be incident to the office.

SECTION 7. ADJUTANT/QUARTERMASTER: If the elected Department Quartermaster is also appointed the Department Adjutant by the Department Commander, their duties are defined in sections 5 & 6 of these Bylaws. **Compensation.** Receive, as compensation for their services, such sum as the Council of Administration may, from time to time, determine.

SECTION 8. JUDGE ADVOCATE: The Department Judge Advocate shall:

- a. Give the Department Commander, Council of Administration and Department Convention such legal assistance, incident to their office, as they may request, and perform such other duties as may, from time to time, be required by the laws and usages of this organization or lawful orders from proper authority.
- b. Examine and recommend to the Department Commander the adoption, rejection or amendment of all Post. and District Bylaws and Articles of Incorporation.
- c. Act as Legal Advisor in Department Disciplinary Actions in accordance with the procedural Guide for Disciplinary Actions promulgated by the National Bylaws and Manual of Procedure, unless disqualified by reason of prejudice of interest.
- d. Serve as an ex-officio member of the resolution/Bylaws Committee.
- e. Immediately following the adjournment of the Department Convention, certify to the Department Adjutant the status of the Bylaws of the Department as amended by previous Convention action.

SECTION 9. CHAPLAIN: The Department Chaplain shall, during the annual Department Convention, see that fitting tribute is paid to our departed comrades and shall assist District, County Council and Post Chaplains by initiating appropriate programs for the observance of Memorial Day. They shall perform such other duties as may from time to time be required by the laws and usages of this organization or lawful orders from proper authority.

SECTION 10. SURGEON: The Department Surgeon shall perform duties properly pertaining to their office. The Department Surgeon shall assist Post Surgeons, in an advisory capacity, and promote statewide health programs. They shall perform such other duties as may be incident to their office or as may from time to time be required by the laws and usages of this organization or lawful orders from proper authority.

The Department Surgeon shall be Chairman of the Department Hospital Committee and serve as an exofficio member of the Service Division Committee. They shall promote statewide health programs and assist the Post Surgeons with their health programs in the local communities.

SECTION 11. ASSISTANT QUARTERMASTER/ASSISTANT ADJUTANT:

- a. An Assistant Quartermaster may be appointed by the Commander, and approved by the Council of Administration.
- b. The duties of the Assistant Quartermaster shall be to perform the duties of the Quartermaster in the event the Quartermaster is unable to perform.

- c. An Assistant Adjutant may be appointed by the Commander with approval of the Council of Administration.
- d. The duties of the Assistant Adjutant shall be to perform the duties of the Adjutant in the event the Adjutant is unable to perform.

SECTION 12. SERVICE OFFICER:

- a. Shall currently keep each District and Post Benefits Advisor informed as to the progress of any case submitted by such District or Post Service Officer.
- b. Shall be an ex-officio member of the Service Division Committee, Commander's advisory, Legislative and Employment Committees.
- c. Shall have full control of the service work of the Department, subject to the Congressional Charter and Bylaws and Orders of the National and Department Council of Administration.
- d. Shall select all personnel of the Service Division, except the Service Officer, and shall prescribe the duties and recommend salaries, subject to budget action of the Council of Administration. Such personnel may be relieved of their duties by the Department Service Officer. Shall coordinate personnel actions with the Service Division Committee, who shall always keep the Department Commander Informed. No final action will be undertaken without the full approval of the Service Division Committee and the Department Commander.
- e. Shall be established and located in the Veterans of Foreign Wars Department Headquarters in Washington, and other locations designated by the Service Division Committee.
- f. Shall conduct, assist and devote their full time to the preparation and protection to fulfillment of all just claims and adjustment of Just Claims of veterans to and before said Veterans Administration.
- g. Shall submit annually to the Finance Committee a budget covering the salaries and proposed expenses of the Service Division with the approval of the Service Division Committee.

SECTION 13. INSPECTOR:

- a. Shall require that the books and records of each District and Post in the Department be inspected at least once during their term of office.
- b. Shall determine what Posts or Districts may require assistance. The Department Inspector will not inspect the District of which they are a member. The Department Inspector (or his/her designated representative) shall conduct the inspection of the affected District and shall have the full and complete authority to examine all books, papers, accounts and records to determine that each post and District have a current copy of the Department Bylaws, to interview all members or officers of said District or Post as may be required for a complete investigation report. They shall see that the Post or District Officers have performed their duties and responsibilities as outlined by the National and Department Bylaws, Orders of National Convention, Department Convention and Council of Administration.
- c. Shall make a written report in detail at each meeting of the Council of Administration as to the number of inspections made and findings thereof.
- d. Shall instruct or cause to be instructed in the performance of their duties of any Post, District or Department officer requiring such instruction.

SECTION 14. CHIEF OF STAFF:

- a. Shall be responsible to the Department Commander to carry out all duties assigned to them and shall be a direct representative of the Department Commander in all these actions.
- b. They shall carry out all other duties as prescribed in the VFW Manual of Procedure, Section 518 Duties of the Chief of Staff.

ARTICLE VI

Composition, Duties, Meetings of Council of Administration

SECTION 1. The Council of Administration of the Department:

- 1. **Composition.** The Council of Administration of the Department shall consist of the Commander, Sr. Vice Commander, Jr. Vice Commander, Adjutant, Quartermaster, Judge Advocate, Chief of Staff, Inspector, Surgeon, Chaplain, and District Commanders. In the absence of a District Commander the District Sr. Vice

Commander, and in the absence of Sr. Vice Commander the Jr. Vic Commander may function as a member of the Council of Administration. The retiring Department Commander shall also be a member of the Department Council of Administration until such time as another Department Commander retires. In the event the retiring Commander is unwilling or unable to serve on the Department Council of Administration, that position shall be filled by the last retired Past Department Commander who is ready, willing, and able to serve.

2. **Administration of Affairs between Conventions.** The Department Council of Administration shall be responsible for administering the affairs and transacting the business of the Department between Department Conventions. The Council shall be governed in its duties by the mandates of the National Convention, the Congressional Charter, Bylaws, Manual of Procedure, Ritual and laws and usages of the organization as well as by the mandates of the Department Convention, Charter and Bylaws.
 - a. In the event any District within the Department should lose their Charter between Department Conventions, the Council shall be authorized to redistrict any Post that was previously assigned to the now defunct District.
3. **Budget.** The Council of Administration shall at the first meeting following Department Convention approve and fix an annual budget covering the financial operations of the Department for the ensuing year.
4. **Audits – Accounts.** The Council of Administration shall have the power to audit the accounts of the Department officers and shall require that the records of the Adjutant and Quartermaster be audited at least once annually.
5. **Disposition of Property.** In case of surrender or forfeiture of a Post or District charter, the Department Council of Administration shall have the authority to make disposition of all properties in accordance with Sections 212 & 412 of the National Bylaws, and its action therein shall be final.
6. **Meeting Stated.** The Council of Administration shall meet regular session not less than twice each year and shall hold such other meetings as the Department Bylaws may provide.
7. **Meeting Special.** The Department Commander may call a special meeting of the Council of Administration whenever the same may be necessary for the welfare of the Department. The Department Commander shall call a special meeting upon written request signed by a majority of the members of the Department Council of Administration. In case the Department Commander refuses to call such meetings, the Department Council of administration may proceed to hold such meetings, due notice of which shall be sent to all members of the Council of Administration by the Department Adjutant not later than 10 days prior to the date of said meeting. No business shall be transacted at any special meeting except that business for which the meeting is called, as set forth in the notice.
8. **Time & Place.** Meetings, stated and special, shall be called and conducted as prescribed in the Manual of Procedure.
9. **Quorum.** The majority of the members of the Council of Administration shall constitute a quorum for the transaction of business.
10. **Proceedings.** The Council of Administration shall keep a full and detailed record of its proceedings.
11. **Voting.** Each member of the Council present at a meeting shall be entitled to one vote.
12. Any valid action taken by the Council of Administration in the performance of its duties shall be effective upon passage and shall remain in effect until such time as it may be terminated or suspended by the Council of Administration or by Department Convention acting within the limits of its own authority.

SECTION 2. The members of the Council of Administration shall be reimbursed for expenses incurred in traveling to and from, and while attending, such meeting of the Council of Administration in an amount as shall be designated by the Department of Washington Statement of Financial Policy.

SECTION 3. It shall be the duty of the Council of Administration, with the aid of the Department Quartermaster, to provide proper rules and regulations governing the working conditions of all employees in Department Headquarters.

ARTICLE VII

Committees, Establishment and Duties thereof

SECTION 1. All Committees and Chairman of activities not specifically provided for by National and Department Bylaws or by order of the Department Convention or Council of Administration shall be appointed by the Department Commander and they shall serve at their pleasure.

SECTION 2. The standing Committees of the Department shall be as provided for in the Department of Washington Statement of Financial Policy.

SECTION 3. MEMBERSHIP COMMITTEE:

- a. The Membership Committee may consist of the Chairman of Membership appointed by the Department Commander.
- b. It shall be the duties of this committee to promote membership programs, post extensions and life membership.
- c. The members of this committee, appointed by the Department Commander, shall be funded primarily by the Membership Program.
- d. Each District Commander shall be solely and directly responsible to the Department Commander, Council of Administration and the Department Convention for membership increases in their particular District.
- e. It shall be the prerogative of the Department Commander to appoint more members to this committee when the need arises, and they are to be funded by the Membership Program.

SECTION 4. NATIONAL HOME COMMITTEE:

- a. The Chair shall be responsible for maintaining close contact with the existing conditions, problems and matters pertaining to the National Home.
- b. The Chair shall meet with or otherwise contact all District Commanders of the Department and may authorize them, upon approval of the Department Commander, to appoint District Chairmen, who shall in turn, be responsible to the Department Chairman.
- c. The respective District Chairs shall upon all proper occasions, report on the National home as a means of educating the Comrades of this Department as to the needs and problems of the home.

SECTION 5. DEPARTMENT CONVENTION/CONFERENCE:

- a. A Department Convention/Conference Committee of not more than 2 members, one of whom shall be the Department Adjutant, and 1 member appointed by the Department Commander, and shall hereafter be titled the Convention Conference Coordinator.
- b. Their duty shall be to act as a liaison between the Department Council of Administration and Department Commander and the local Convention/Conference Committee.
- c. In the event of a non-sponsored Convention/Conference, they shall, by direction of the Department Council of Administration and Department Commander, make all arrangements necessary for entertaining and holding of the Department Convention/Conference at their discretion arrange for and appoint a local committee to assist.
- d. The Department Convention shall convene no later than 9 AM on either the second (2nd), third (3rd) or fourth (4th) Thursday of June subject to ending a minimum of 30 days prior to the end of the National Convention, nor adjourn no later than 4PM on the following Saturday, for a span of 3 days.
- e. The Mid-Winter Conference shall convene no earlier than 9 AM on the second (2nd), third (3rd), or fourth (4th) Saturday of January and adjourn no later than 12 noon on the following Sunday.

SECTION 6. TIME AND PLACE COMMITTEE:

- a. The Committee shall consist of the Department Adjutant, the Department Quartermaster, the Department Surgeon and 2 members appointed by the Department Commander, 1 from the Eastside and 1 from the Westside.
- b. They shall recommend the place of the Department Mid-Winter Conference and the Department Convention.

- c. The site of the Mid-Winter conference shall be selected 3 ½ years in advance and the Department Convention be selected 4 years in advance, both being selected at the Department Convention.
- d. Any Post submitting a bid for either function shall be in writing to your Department Quartermaster/Adjutant, which shall consist of the following: (1) Letters from your local government, inviting and/or accepting, if your city is chosen. (2) Letters and brochures accommodating 100 rooms minimum for the Mid-Winter Conference and 125 rooms for the Department Convention. (3) Banquet facilities and/or seating for 300 people at both the Mid-Winter and Department Convention. (4) Two separate meeting rooms to accommodate 300 people for each of the Auxiliary and Post Business meetings. (5) Assure that all facilities to be utilized are handicap accessible, if not, the facility will NOT be considered as a Convention site.
- e. In the event there are no adequate bids for either, the Convention/Conference Committee will decide in accordance with ARTICLE VII, Section 5c.
- f. All bids must be submitted to the Department Quartermaster in time to present to the Convention/Conference Committee, at their meeting as set by the Department Commander.
- g. The Delegates at the Department Convention shall have the authority to approve or disapprove the recommendation submitted by the Convention/Conference Committee.
- h. If any bid approved by the Convention floor is changed, the Convention/Conference Committee agreement will be nullified, and the bidding on that Convention/Conference will be reopened and awarded by the Department Council of Administration, or Convention floor, if time permits.

SECTION 7. PUBLICITY AND PUBLIC RELATIONS COMMITTEE:

- a. There shall be a Department Publicity and Public Relations Committee which consist of members appointed by the Department Commander. It shall be the responsibility of this committee to establish policy and assist the Chair thereof in the development and promotion of public relations within the Department, and to coordinate the Publicity and Public Relations Program of the Department in collaboration with the Department Auxiliary with those of our National Organization.

SECTION 8. FINANCE COMMITTEE:

- a. There shall be a Department Finance Committee which shall consist of the Senior Vice Commander as Chair, Junior Vice Commander, Quartermaster, Department Service Officer, and members of the Department Trustees.
- b. It shall be the duty of the Finance Committee to hold a meeting prior to each Council of Administration meeting for the purpose of reviewing the expenditures of the annual budget and present their recommendations to the Council of Administration.
- c. The Finance Committee shall meet and prepare the annual Department Budget for presentation to the Council of Administration at its first meeting after the Department Convention.
- d. Review annually the Statement of Financial Policy and submit its finding or recommendations to the Department Council of Administration.

SECTION 9. BUDDY POPPY COMMITTEE:

- a. The Buddy Poppy Committee shall consist of the Department Quartermaster, the District Commanders, and the Chair, who will be appointed by the Department Commander.
- b. Its duties will be to stimulate activity on poppy sales in the Posts under their jurisdiction.
- c. The Chair shall keep an accurate record and account with each Post ordering poppies.
- d. The Chair and the committee members shall see that all Posts are notified and assisted in preparations for Poppy Day sales.
- e. The net Poppy monies received by the Department shall be deposited in the fund set up for handling of relief, rehabilitation and service work, which will be designated as the relief fund.
- f. The Department may donate 500 poppies to newly established Posts. Monies for the donated poppies to come from Department Relief Fund.

SECTION 10. LEGISLATIVE COMMITTEE:

- a. The Legislative Committee shall consist of five (5) members. Federal and Department Legislative Officers are members of this committee. The federal Legislative Officer is Chair. The three (3) others on the Committee are the Senior Vice Commander, Service Officer and Judge Advocate, all ex-officio members.
- b. The committee shall prepare a detailed Legislative Program in conformance with the directives of the Department Convention. A copy of this Legislative Program shall be distributed to all Department officers, District and Post Legislative officers at least 30 days preceding each Legislative Session, regular or special, a copy thereof shall be distributed to each member of the legislature.
- c. One or more members of this Committee shall be present and shall devote their full time to actively represent the Department and said Legislative Program at the State Capitol during all sessions of the Legislature, regular or special.
- d. Said Committee shall have full authority to act on Legislative matters and shall be responsible to the Department Commander and Council of Administration.
- e. The Committee shall prepare a detailed report on the Legislative activities of the Committee and shall include a statement concerning all bills and legislation enacted, together with the recommendations of the committee of actions to be taken or required.

SECTION 11. RESOLUTIONS/ BYLAWS COMMITTEE:

- a. The Resolutions/Bylaws Committee shall consist of 5 members. The Chair and 3 additional members appointed by their Department Commander at the start of his/her year. The Department Judge Advocate shall be an ex-officio member of this Committee.
- b. The Resolutions/Bylaws Committee shall review all resolutions prior to the Department Convention indicating any changes or additions necessary to the Department Bylaws and entitle such "A Bylaws Amendment."
- c. The Resolutions/Bylaws Committee shall meet as necessary during the year to determine needed Bylaws Amendment.
- d. Duties of the Committee shall be defined in ARTICLE X Section 1 of these Bylaws.

SECTION 12. SERVICE DIVISION COMMITTEE:

- a. The Service Division Committee shall consist of 6 members who are selected as hereafter provided. The Department Quartermaster, Department Surgeon and Department Service Officer shall be an ex-officio member of this committee.
- b. The Service Division Committees shall consist of 3 regular members, in addition to the ex-officio members, serving term of 1, 2, and 3 years. Each year the incoming Department Commander shall appoint 1 new member to the Service Division Committee for a term of 3 years.
- c. The Chair of the Service Division Committee shall be its 1-year member.
- d. All monies allotted to service work shall be kept in a separate fund and disbursed only in accordance with budget requirements recommended by the committee and approved by the Department Council of Administration.
- e. The Committee shall meet as necessary at the call of the Committee Chairman or the Department Commander.
- f. The Committee shall report in writing to the Department Commander.
- g. The Committee shall establish and maintain liaison and cooperation with the State of Washington Veterans Affairs.
- h. The Committee will coordinate with the Department Service Officer all personnel actions. No final acts will be undertaken without the full approval of the Committee and the Department Commander.
- i. The Committee will coordinate with the Department Service Officer all financial matters of the Service Division. No final acts will be undertaken without the full approval of the committee, the Department Commander, and the Council of Administration.

SECTION 13. COMMANDER'S ADVISORY BOARD:

- a. Immediately after the Department Convention, the Commander shall appoint a Commander Advisory Board with a maximum of five (5) members.

- b. The purpose of the Committee shall be to assist the Department Commander and the Council of Administration in any Department activities or issues that may arise during the year.

SECTION 14. HOSPITAL COMMITTEE:

- a. There shall be a Department Hospital Committee to coordinate the Hospital Program in the Department of Washington.
- b. The Department Surgeon shall be Chair of the Department Hospital Committee. It shall be the Commander's duty to divide the Department of Washington into zones and appoint a sub-chair in each zone in which a hospital is located.
- c. It shall be the duty of the Committee to serve hospitalized veterans by providing articles of necessity not provided by the hospitals, providing entertainment, and assisting the veteran and their family.
- d. Posts situated in each hospital zone shall be designated as feeder posts for the purpose of assisting the Hospital Committee in carrying out this program.

SECTION 15. DEPARTMENT AUDIT COMMITTEE:

- a. Each year at the Annual Department Convention, the delegates shall elect Department Trustees, composed of 3 members of the Department of Washington, on which committed elective or appointive Department officers shall not serve. Commencing in 1991, the delegates shall elect a 3, 2, and 1-year member. Each year following, the delegates will elect 1 member for a 3-year term, with the 1-year member serving as Chair of the Department Audit Committee. The duties of the Committee are to perform audits quarterly, during year, examine the Department records and see if those records correctly determine the existence of cash, accounts receivable, inventories, investment, and fixed assets. It shall be the duty of said committee to present report, certified by them as correct, to the Council, listing the assets, liabilities, and net worth of the Department at that date of examination. The Committee may employ a certified public accountant at the direction of the Council and the expense of the Department.
- b. The duties of the Department Trustees shall be to audit the books of the Quartermaster, including the Time and Leave Records (pay data cards) of all paid employees, immediately following the end of each quarter of the VFW fiscal year, which ends on June 30th of each year. After the completion of the audit, the Chair of the Department Audit Committee shall submit a written report of the Committee's finding to the Department Commander along with their recommendation for any corrections or changes in policy. The Department Audit Committee shall also be part of the Finance Committee to set up and recommend a budget for the ensuing year, based on the anticipated income of the Department.
- c. Department Council of Administration members will not serve as Department Trustees.

SECTION 16. DEPARTMENT HEADQUARTERS BUILDING: The State Quartermaster/Assistant Quartermaster, with approval of the State Commander, Senior Vice Commander, or Junior Vice Commander, is authorized to provide the maintenance for the building whenever it becomes necessary. An expenditure of \$5,000 is allowed for any one project. A project over \$5,000 must have the approval of the Council of Administration.

SECTION 17. MILITARY ORDER OF THE COOTIE: The Military Order of the Cootie of the Grand of Washington will hold a Council of Administration meeting the first weekend in March. They will hold another Council meeting the 2nd weekend in October of each year and will hold their Annual Convention May of each year. The MOC Grand Commander of Washington will give a report to the Convention of the Department of Washington on the financial and membership status, the hospital and VFW booster work of the MOC for the preceding year.

SECTION 18. VFW RIDERS GROUP: The VFW Department of Washington Riders Group Chairman will give a report to the convention of the Department of Washington on the financial and membership status and VFW booster work of the VFW Riders Group for the preceding year.

SECTION 19. AUXILIARY: A Post in the Department may form an Auxiliary in accordance with Article XI of the National Bylaws and Manual of Procedure.

SECTION 20. VFW OFF-ROADERS GROUP: The VFW Department of Washington Off-Roaders Group Chairman will give a report to the convention of the Department of Washington on the financial and membership status and VFW booster work of the VFW Off-Roaders group for the preceding year.

ARTICLE VIII

District Organization

SECTION 1. District status in this Department shall be in accordance with and governed by the National VFW Bylaws and Manual of Procedure as contained in Sections 401 to 421 inclusively and as defined by the Department Convention.

SECTION 2. The Department of Washington shall be divided into twelve (12) Districts, numbered chronologically number one (1) through seven (7), nine (9), eleven (11) and fifteen (15) through seventeen (17) inclusively.

- District 1 - Snohomish County and the southern end of Island County
- District 2 - City of Seattle, Burien, Shoreline and Vashon Island
- District 3 - Pierce County, to include the city of Yelm, Thurston County
- District 4 – Kitsap, Jefferson & Callam Counties, part of Pierce County and NE Mason County
- District 5 – Thurston, Grays Harbor, part of Mason, part of Lewis
- District 6 - S and E Cowlitz, Clark, W. Skamania, and W Klickitat Counties
- District 7- Okanagan, Chelan, Douglas, Grant, W, Lincoln, W. Adams. and North Yakima County, Boundary line in Yakima County will be as follows: Starting at the Yakima/ Benton County border, travel West on State Route 24, continue to Beane Rd, travel North to Postma Rd, travel West on Postma Rd to Coombs, travel North on Coombs to Mieras Rd, travel West on Mieras Rd., travel South on Birchfield Rd to State Route 24, travel State Route 24 to the Yakima River, go north to the joining with Naches River, follow the Naches River Northwest until it joins the Teton River(US Hwy 12), follow the Teton River South West until reaching the Yakima/ Lewis County border.
- District 9- Ferry, Stevens, Pend Orielle, Spokane, Whitman, Garfield, Aston Counties, E. Lincoln, and Adams County from Ritzville East.
- District 11- King County outside the City of Seattle, except Burien, Shoreline and Vashon Island
- District 15- Whatcom, Skagit, San Juan and N. Island Counties
- District 16 – Pacific, Wahkiakum & part of Lewis county
- District 17-Benton, Franklin, Walla Walla, Columbia, E. Klickitat, S. W. Adams County, S. Yakima County, The Northern boundary line in Yakima County will be as follows: Starting at the Yakima/ Benton County border, travel West on State Route 24, continue to Beane Rd, travel North to Postma Rd, travel West on Postma Rd, to Coombs, travel North on Coombs to Mieras Rd, travel West on Mieras Rd, travel South on Birchfield to State Route 24, travel State Route 24 to the Yakima River, go North to the joining with Naches River, follow the Naches River Northwest until it joins the Teton River (US Hwy 12), follow the Teton River Northeast reaching the Yakima/Lewis Border.

SECTION 3. The Department Commander may, at their own volition, appoint a Redistricting Committee.

- a. The Council of Administration may, by a two-thirds vote of those present and voting, direct the Department Commander to establish a Redistricting Committee.
- b. The Redistricting Committee shall recommend the number of Districts and the boundaries which shall establish the sphere of jurisdiction of each District.
- c. The Redistricting Committee shall report to the succeeding Department Convention, which shall have the sole prerogative to adopt or reject the recommendation of the Redistricting Committee.
- d. District Officers shall be elected or appointed in accordance with the National and Department Bylaws. Any District Officers not provided for specifically in the National and Department Bylaws shall be appointed

by the District Commander. The district is a subordinate division of the Department of Washington, VFW, and is governed by and under the control of the Department Council of Administration.

- e. The District Meeting shall be held at such places and times as the District Commander shall determine. Headquarters, VFW Department of Washington, shall be advised of the date, time, and place of each said meeting, at least one week prior to the date of such meeting. The minimum number of delegates required to constitute a quorum for the transaction of business at a District meeting or Convention shall be not less than one delegate each from ½ of the Posts of the District. See Section 403 of the National Bylaws.
- f. District Officers and the Chair's Duties & Obligations are defined in Section 418 of the National Bylaws and Manual of Procedure.

SECTION 4. DISTRICT INSPECTOR:

- a. The District Inspector shall come under the direction of the Department Inspector, and in cooperation with the District Commander, conduct the instruction and inspection of the Posts within their District and assigned territory. They shall make such reports as may be required of them by the Department Inspector and shall assist and instruct Post Commanders in the proper procedure of conducting Post meeting and shall perform such other duties as may be assigned, or usually incident to their office.
- b. District Inspectors shall, through the Department Inspector, be recommended for appointment as Deputy Department Inspectors to the Department Commander by the respective District Commander.
- c. Deputy Inspections shall be appointed in accordance with the provisions of the National Bylaws.
- d. No District or Deputy Inspector shall be permitted to inspect the Post or District of which they are a member.
- e. Department Inspector, or his/her designated representative, shall conduct the inspection of the affected District (NOTE: See Article V, Section 13).
- f. Two inspections may be required of each Post during each Department administrative year. The second inspection will only be required if called by the Department Inspector. The second inspection must be completed by May 15th of that administrative year.
- g. Inspection travel expense shall be allowed a District Inspector in company with the District Commander, with only one mileage expense being to the officer furnishing the transportation. Inspection reports shall accompany the request fee for reimbursement covering such Posts inspected and the expense shall be approved by the District Commander, the District Inspector and the Department Inspector. Request for reimbursement of expense shall be submitted within 30 days of incurring of same with all submissions completed prior to May 15th of the inspection year and shall be confined to existing budget limitations.

SECTION 5. All resolutions, consensus or statement of policy passed by a District in accordance with and under the authority of these Bylaws and this Article must be forwarded to the Department Commander, or their authorized representative, for approval before being discussed, made available or released to the press, public or any non-VFW person, organization, association, corporation, or firm.

ARTICLE IX **Department Tax**

SECTION 1. The annual per Capita of the Department shall be distributed as follows: 40% to the Service Division fund and 60% to the Department General fund.

SECTION 2. All funds received from other designated and approved fundraising programs approved by the Council of Administration shall be budgeted to the Department General Fund.

SECTION 3. The Department Quartermaster shall set up a Department Convention Fund and a Delegate Registration Fee of \$6.00 that will be collected in accordance with Article III, Section 2, In the Department Bylaws. A \$6.00 Registration Fee will also be collected for all Post Commanders, District Commanders, Department officers,

and others entitled to exercise the prerogative of having a voice or vote in the Department Convention. This is to be placed in the Department Convention Fund to be expended only for expenses incurred and expenditures made in holding of the Department Convention annually.

SECTION 4.

- a. Each Post in the Department at the time of submitting its report of Convention Delegates and alternates to the Department Adjutant and prior to being permitted a voice or vote in the Convention, shall transmit to the Department Quartermaster the total amount of Delegate Registration Fees. Any Post failing to comply with the provisions of this section shall be considered delinquent as provided by National Bylaws until said registration Fee(s) are paid and shall be subjected to all penalties covering Delinquency as provided for by the provisions of the National Bylaws.
- b. All monies collected under provision of Section 5 of this Article shall be credited to a Department Delegation Registration Fee Fund and shall be expended as herein after provided.
- c. A sum equal to all monies collected under provisions of Article IX, Section 5 of these Bylaws, except up to \$5,000, which shall be withheld by the Department Quartermaster for the purpose of paying for the printing and postage for mailing delegate cards, printing of tally sheets, salary for recording secretary for the Convention Business Minutes and other expenses involved in promoting a successful Convention.
- d. Nothing in this Article shall prohibit the Department Council of Administration from using any or all monies credited to the Department Delegate Registration Fee Fund for legitimate Convention expenses in the instance of a non-sponsored Convention or the withholding of funds to the sponsoring Post when the same is believed to be in the best interest and protection of the sponsoring post or the Department of Washington VFW.
- e. All funds in excess of the heretofore stated expenses shall be received by the sponsoring activity solely for the actual expenses incurred by reason of such Annual Convention and a report in detail of such expenditures shall be made to the Department Quartermaster no later than 30 days after the close of Convention, and prior to receiving the remaining balance of the Department Delegate Registration Fee Fund.
- f. Any monies not expended by the activity as host to the Department Convention, in accordance with the Department of Washington Convention Guidelines, shall be the property of the activity providing the services and the Department of Washington shall be relieved of all liability of any nature involving Convention costs.

ARTICLE X **Miscellaneous**

SECTION 1. RESOLUTIONS AND PROPOSED AMENDMENTS:

- a. All resolutions and/or proposed bylaw amendments to be presented at the Department Convention shall be in the hands of the State Adjutant at least 45 days prior to the convening Convention date.
- b. The Department Adjutant shall forward all copies of all resolutions and/or proposed bylaw amendments thus received to all Posts and Department Officers at least 30 days prior to the convening Convention date.
- c. Emergency Resolutions, the subject matter of which shall have arisen at the Convention or less than 45 days prior thereto, such as resolutions of appreciation, sympathy and condolence, shall be accepted from this rule.
- d. All resolutions and/or proposed amendments submitted to Department Headquarters for consideration by the Department Convention shall be submitted in triplicate. The Department Adjutant shall number the resolutions as received in their order of reception and shall make a permanent file to be kept in his/her possession, of the original resolution. He/she shall deliver the duplicate and triplicate copies of each resolution to the Chairman of the Resolutions/Bylaws Committee at least 10 days before the Convention. The Chairman of the Committee shall be charged with the responsibility of assigning the resolution to the appropriate Convention Committee, retaining for the Resolutions Committee the duplicate of said

resolution, forwarding the triplicate to the special committee concerned. The triplicate copy of all emergency resolutions accepted for consideration by the Department Convention shall be delivered by the Adjutant to the special committee concerned, and the duplicate copy shall be delivered to the Chairman of the Committee, with an endorsement thereon showing the special committee to which the emergency resolution has been referred.

- e. No special committee shall report its findings or recommendation to the Convention floor.

SECTION 2. DISTRICT & POST BYLAWS:

- a. Each District & Post in this Department shall file with Department Headquarters, a copy of its Bylaws with information if same have been properly approved and shall also file with Department, any amendments that may, from time to time, be made thereto.
- b. Districts & Posts will review their Bylaws at least every 5 years and submit a report to Department Headquarters to be filed with their Bylaws.

SECTION 3. INCORPORATED POSTS OR ACTIVITIES: Where the Post, or any activity sponsored by the Post or carried on in its behalf for its benefit are incorporated, said Post shall cause to be filed with Department, a copy of the Articles of Incorporation and any amendments thereto with information if the same have been properly approved.

SECTION 4. OFFICERS DUTIES:

- a. At each Annual Convention, each Department Officer and Committee Chair shall present an oral report to the membership.
- b. In the event Officers reports contain recommendations, a resolution covering the subject matter of the recommendation shall be submitted therewith.
- c. Any Department officer or Chair that the Council of Administration determines has not performed their duties, or who is not in attendance at all business sessions of any Post, District, Department Conference or National function, shall be denied travel and/or per diem.

SECTION 5. IRS Form 990: The Internal Revenue Service requires all Districts and Posts to file the appropriate Form 990. This report is due on the 15th Day of the 5th Month following the close of Fiscal or Calendar Year. A copy of this report must be filed with the Department Quartermaster for verification of having been filed. Failure to do so may result in the District or Post forfeiting its voting rights at the Department Convention. It is also the duty of the District Inspectors, when conducting Post inspections to ascertain that the Post has filed the appropriate forms by the specified dates.

SECTION 6. EX-OFFICIO MEMBERS: In accordance with Robert's Rules of Order, current Edition, Ex-Officio Committee Members will have the same voting rights as any member of the committee.

SECTION 7. ALCOHOLIC BEVERAGES & CONTROLLED SUBSTANCES: The consumption of any and all alcoholic beverages and consumption of other controlled substances during business meetings shall be prohibited.

SECTION 8. CONTROL OF UNITS:

All VFW Posts are solely responsible for their actions and indebtedness will be the responsibility of such unit.

SECTION 9. CONSOLIDATION OF POSTS:

Two or more Posts may consolidate by authority of the Commander-in-Chief as prescribed in Section 209 of the National Bylaws/Manual of Procedure.

SECTION 10. OTHER REIMBURSABLE TRAVEL EXPENSES:

Any reimbursable travel expense submitted to the Department Quartermaster will be governed by procedures established in the "Commanders: Statement of Financial Policy" previously approved by the Council of

Administration. However, under no circumstances shall reimbursement be authorized if the attendee fails to make themselves present at, by attending, all sessions of the Post, District, Department, Council or National function.

SECTION 11. EMPLOYMENT RELATIONSHIPS:

No direct family member of a current Department officer, who is also on the Council of Administration, shall be hired to work for the Department of Washington in any employer/employee capacity.

ARTICLE XI

Amendments

These Bylaws of the Department of Washington, Veterans of Foreign Wars of the United States, may be amended at any Department Convention by a two-thirds (2/3) vote of the Delegates present and voting, provided said amendment is reduced to writing and the provisions of presentment have been complied with. No amendment shall be effective until same has been reviewed by the Commander-in-Chief or designee for compliance with the Congressional Charter, Bylaws, the Manual of Procedure, Ritual or laws and usages of the Veterans of Foreign Wars of the United States.

Wherever these Bylaws or subsequent amendments may be found to be in conflict with the present or any future National Bylaws, the latter shall prevail and be finding upon this Department as though written herein.



Department Adjutant



Department Commander

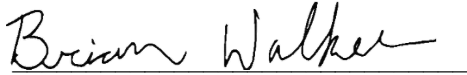
Holly Pierce

Department Judge Advocate

Bylaws Chair



REVIEWED **AUG 22 2025**
FOR THE COMMANDER-IN-CHIEF


ASSISTANT ADJUTANT GENERAL

BY , DIRECTOR
ADMINISTRATIVE OPERATIONS

June 28, 2025