



**VFW**

*101 and Mentorship*

**WHAT YOU NEED TO KNOW**



VFW101



# *Mentorship Topics*

Levels of Organization

Internal Organizations of the VFW

Membership Types

Rules of Order Governing all Meetings

GAVEL RAPS

Post Meeting Order of Business

SPEAKING

VFW Programs

MOTIONS (general)

RESTRICTED VS UNRESTRICTED FUNDS

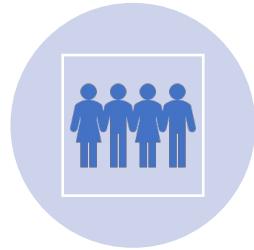
Meeting types

# VFW 101



## *Levels of Organization*

National Organization	There is 1	Led by National Commander in Chief
Departments	There are 52	Led by Department Commanders from the 50 States, Department of Europe and Department of the Pacific
Conferences	There are 4	Led by Conference Chairman from Western Conference, Southern Conference, Eastern Conference and the Big 10 Conference
Districts in Washington	There are 12	Led by District Commanders from the 12 Districts
Posts in Washington	There are 99	Led by Post Commanders from the 99 Posts



## **VFW 101**

## **MEMBERSHIP TYPES**

Annual Member

Pays Dues Annually

Has voice on the floor of all levels of meetings as long as membership dues are current and remains member in good standing

Life Member

Life Member Dues Paid

Has voice on floor of all levels of meetings as long as remains member in good standing

Legacy Life Member

Bronze, Silver, Gold Levels  
\$400 cost for each level

Remains on Rolls after death, Post and Department receive annual funds in members name forever.

Member at Large

Both Annual and Life  
membership options

can use any Post Home facility as long as dues are current and remains member in good standing. Has no Voice on any level of meetings



# *VFW 101*



## *GAVEL RAPS*

The Commander at Post, District, Department, National levels, a Conference Chairman, or Committee Chairman control the meeting by use of a Gavel.

Several Raps of Gavel      Used to get attention of the membership

2 Raps of Gavel      Used to get all membership to stand during meeting

1 Rap of Gavel      Used to call to order, declare meeting open, declare recess, declare adjourned, declare meeting closed

1 Rap of Gavel      Used during meetings after completion of a business item

1 Rap of Gavel      Used to seat all members during meeting or to maintain order

# V F W 1 0 1

## *Speaking*

---

- In meetings of units of this organization
  - members holding office shall be addressed as “Comrade” followed by the title of officer they hold
  - All other members shall be addressed as “Comrade”



# VFW 101



## *Speaking*

Only members of a Post with current dues paid and in good standing may speak during a meeting, members at large have no voice on the floor and cannot be recognized to speak.

First Step is to Stand to be recognized by the Chair or Commander

Only after being recognized by the Chair or Commander, address the Chair or Commander

Start statement or question with: Salute - Mr Chairman or Madam Chairman and who you are

Salute - Comrade Commander and who you are

If addressing another individual: Salute - Mr Chairman or Madam Chairman and Who you are

thru you to the other individual then statement or question

Salute - Comrade Commander and who you are thru you to the other individual then statement or question

# VFW 101

## *Motions*

---

- Motions are the Action of our organization and how business is conducted
- We use Motions to approve the spending of funds for programs and events
  - (Motion to use \$100 for the Kids Christmas Party, Motion to donate \$100 to Unmet needs)
- We use Motions to approve doing events and programs
  - (Motion to allow Scout Troop the use of the Post Home, Motion to hold a fundraiser)
- We use Motions to create or end programs
  - (Motion to create an Adopted Unit Team to coordinate events, Motion to end the Youth Baseball Team Post Program as there is no longer a team in the community to sponsor)



# **VFW 101**

## ***Motions***

- Only members of a Post with current dues paid and in good standing may make a motion during a meeting, members at large have no voice on the floor and cannot make a motion.
- Follow steps covered for speaking on the floor
  - Only after being recognized by the Chair or Commander,
  - address the Chair or Commander Mr. Chairman or Madam Chairman or Comrade Commander and who you are
  - I make a motion and what it is.....
  - Another member must 2<sup>nd</sup> the motion or it fails due to lack of 2<sup>nd</sup> Once motion is made and proper 2<sup>nd</sup> it is open for discussion by all (you are first to discussion on your motion)
  - After discussion, the Chairman or Commander Calls for a vote Chairman or Commander gives results of vote (pass or fail)

# VFW 101

## Funds

- We have two types of funds in the VFW
- Unrestricted Funds: Commonly referred to as General Funds
  - These funds are used for the day to day operations of the Post Home
  - such as utilities
  - These are also the funds the membership can request to be used for a variety of programs, events, projects, or whatever they would like to request as they are unrestricted in use



# *VFW 101*



## *Funds*

Restricted Funds: These are earmarked funds that can ONLY be used a specific way or for a specific program.

**The Relief Fund** is the most common one. Since these funds are restricted for use in accordance with our National Bylaws, (Veterans Relief, Youth Education, and Troop Support are some examples) these funds are voted on by the membership for expenditure

Any Specific Program could have its own restricted funding to account for the funds and ensure these funds are used only in that capacity (Holiday Food Basket Fund is an example of a restricted use line-item tracking of funds coming in that can only be used specifically for that Purpose).

These funds are also voted on by the membership for expenditure.

# **VFW 101**

## ***Funds***

- When making a motion to use funds, you must make sure that you are clear on where these funds are coming from, as well as making sure that the funds requested can be used for that purpose.
- If you feel that restricted funds are not being used properly, bring it up under discussion, or make a motion to amend the motion to use funds from the appropriate line item; either specific to that program or from the General Fund.



# *VFW 101*



## *Meeting Types*

### **Post Meetings**

Monthly Post Meetings are conducted in accordance with your Post bylaws on the dates and times scheduled

This is where the monthly reports are given, upcoming programs and events are planned, and Post Business is conducted by the membership. This is where your voice is important. If you want your post to do more events or fewer events, focus on a program or end a program or change directions, this is where you bring your ideas and present them for the membership to hear your voice and either approve or disapprove your recommendations. We can't move forward with new ideas if they are not brought up. The Post meeting is the best place to do this. For example, bring up putting a kid's area in a corner of your Post Home or doing a family or kid focused event quarterly at the Post home. You may be asked to Chair the Committee, but who better to work on a project than the person who had the idea.

# *VFW 101*



## *Meeting Types*

### **Post Special Meeting**

If an emergency situation comes up between the scheduled monthly meetings, the commander can notify the membership of the need for a Special Post Meeting to handle the situation. This meeting can be conducted by quorum specific to your Post bylaws. The minutes of the meeting must be read into the next Post Meeting.

By written request of 7 members

By majority vote of membership present at Post meeting

# *VFW 101*



## *Meeting Types*

### **Quoru m**

Simply put, a Quorum is the minimum number of members present allowed to conduct business. In no case will the Quorum be less than 5 members.

# *VFW 101*



## *Meeting Types*

### **District Meeting**

Districts will hold at least 2 regular meetings each year for purposes of transacting business and conducting schools of instruction

### **District Convention**

District shall hold an annual District Convention for the purpose of electing District Officers not less than 10 days nor more than 75 days prior to the convening of the Department Convention

# *VFW 101*



## *Meeting Types*

**Western  
Conference**

Meets twice a year  
1<sup>st</sup> Weekend in November  
At National Convention

# *VFW 101*



## *Meeting Types*

### **Department Mid Winter Conference**

Scheduled annually in accordance with the Department of Washington Bylaws

Training Classes as needed

Committee meetings

Updated reports from Chairman given

Awards presented

Youth and Teacher Banquet and Recognition

# *VFW 101*



## *Meeting Types*

### **Department Convention**

Scheduled annually in accordance with the Department of Washington Bylaws

Training Classes as needed

Committee meetings

Updated reports from Chairman given

Awards presented

Nominations and Elections

Installation of New and Appointed Officers

Awards Banquet

# **VFW 101**

## *Internal Organizations*

- VFW Auxiliary
- VFW Military Order of the Cooties
- VFW Military Order of the Cooties Auxiliary
- VFW Riders Group
- VFW Off Roaders



# *VFW 101*



## *Internal Organizations*

Military Order of the Cooties

Is a National Honor Degree membership association separately constituted as a subordinate and an auxiliary order chartered by the VFW

Governed by and subject to jurisdiction of the National Convention of the VFW, Commander in Chief VFW, National Council of Administration VFW, Grand Put Tents, Pup tents, respective Department Convention, Department Commander, Department Council of Administration or Post

MOC is authorized to establish an Auxiliary (MOCA) but only after approval by the Post with which it is affiliated

# *VFW 101*



## *Internal Organizations*

VFW Auxiliary

Assist the VFW in Programs and Events

Have their own bylaws and Rules

Operate on their own and report Auxiliary Officers make such reports as may be required in the Manual of Procedure

Have their own Charter and may issue Charter at all levels from Post to Department

Persons eligible for Auxiliary are limited to spouses, parents, grandparents, brothers, sisters, children, and grandchildren of a person who was or is eligible for membership in the Veterans of Foreign Wars of the United States

Persons eligible for membership in the Veterans of Foreign Wars of the United States are NOT eligible for membership in the Auxiliary.

# *VFW 101*



## *Internal Organizations*

VFW Riders Group

Follow National Statement of Policy for VFWRG

MISSION: To promote and support the programs of the Veterans  
of  
Foreign Wars

To promote motorcycle safety programs.

To provide a social atmosphere for VFW members who share the  
same interest

# *VFW 101*



## *Internal Organizations*

VFW Riders Group

### VFWRG MEMBERSHIP

The Veterans of Foreign Wars Motorcycle Riders Group is a motorcycle group made up of members in good standing of the Veterans of Foreign Wars (VFW), VFW Auxiliary and invited participants who enjoy the pastime of motorcycling.

Members and participants must be the legally registered owner of a street-legal motorcycle and must possess a valid motorcycle driver's license in their state of residence, and maintain proper levels of insurance; or passenger thereto; or non-riding persons volunteering on behalf of the group in an active supporting role.

# VFW 101



## *Internal Organizations*

VFW Riders Group

### VFWRG MEMBERSHIP

Participants: Persons, otherwise not eligible for the VFW or VFW Auxiliary, will be permitted to become VFWRG participants provided such policy is adopted by the sponsoring unit.

Such participant classification does not constitute membership in the VFW or VFW Auxiliary nor come with the promise of any material, financial, or other benefit to the VFWRG, its members or committee; nor to any other member at any other organizational level within the VFW or VFW Auxiliary; nor will there be any similar gains for the honoree through the conferring of "participant" status, but is intended as a means to provide recognition to those who show strong support to the VFW/VFWRG stated purpose.

# *VFW 101*



## *Internal Organizations*

VFW Riders Group

### VFWRG MEMBERSHIP

Persons, otherwise not eligible for VFW or VFW Auxiliary, who subsequently become eligible for VFW or VFW Auxiliary membership, must join.

# *VFW 101*



## *Internal Organizations*

VFW Riders Group

### BYLAWS/STANDARD OPERATING PROCEDURES/ADOPTED RULES & REGULATIONS

Sponsoring units shall establish Bylaws, a standard operating procedure, or adopt additional rules and regulation for the governance of their VFWRG. Such Bylaws, procedures, or rules shall be subordinate to and consistent with the Bylaws of the sponsoring unit.

# *VFW 101*



## *Internal Organizations*

VFW Riders Group

### REPORTING

VFWRG's shall make a monthly report to its sponsoring unit.

VFWRG's will report annually to the National VFWRG Advisory Committee

A full accounting of VFWRG members and participants to include VFW Members, VFW Auxiliary Members, and invited participants.

Their activity, which should include a number of VFWRG events, mileage, and hours.

An accounting of funds raised and disbursed by the VFWRG for the year.

# VFW 101



## Rules of Order Governing *All Meetings*

Procedural matters not provided for in the Bylaws, shall be governed by the current Robert's Rules of Order, Newly Revised.

These rules may be altered or amended at any regular session of the body, upon proposition in writing, and by a majority vote of those present and voting. Any alteration or amendment of the rules provided in the Bylaws shall be in accordance with procedures provided or permitted by Robert's

# VFW 101



- Rules of Order Governing *All Meetings*

All Questions shall be presented and determined upon motion. A motion must first be properly presented and seconded, and then stated by the presiding officer, before it can be open to debate or amendment, or any further action upon it.

Simply put:

There must be a motion put on the floor, a proper second, and then motion restated by the presiding officer before there can be discussion, amendments or voting.

Most Common issue: Someone makes a motion and then someone else gets up and talks about it or recommends changes, that is not how business is conducted. If done orderly and properly good debates for and against can happen, amendments to change motion can happen and what is best for the organization prevails.



# VFW 101

- Rules of Order Governing Meetings

## Withdrawing a motion

- by the mover alone before the question has been completely stated by the presiding officer by the mover after the presiding officer has stated the question, provided no member of
- the body objects
- by majority vote of the body after the presiding officer has stated it, regardless of objection
- After a motion has been carried it can be withdrawn only by unanimous consent
- A withdrawn motion is NOT recorded in the minutes

# VFW 101



## Rules of Order Governing All Meetings

Not more than one primary and one secondary amendment can be before the body at one time

Any number of amendments can be successively proposed when there has been a disposition of either or both pending amendments

If two amendments are pending, the secondary amendment is first put, then the primary amendment (as amended, if the secondary amendment prevails)

The amendment is always put first

The main motion must be put regardless of the action taken on amendments



- Rules of Order Governing *All Meetings*

## Simplified

- Motion is made to spend \$200 on stand down
- Motion to amend the \$200 to \$400 dollars is made
  - secondary motion to amendment to add \$100 to amendment for a total of \$500
    - first vote is on secondary amendment
      - voted on and approved to add the 100 to amendment next vote is on amendment with secondary amendment added
      - voted to approve amendment as amended
    - next vote is on original motion as amended
      - (Motion to spend amended \$500 on stand down)

# VFW101



- Rules of Order Governing *All Meetings*

## Rising to speak on a motion

- member shall rise and address the presiding officer
- when two or more members rise to claim the floor at about the same time, the presiding officer assigns the floor to the member who appeared to have risen first and addressed the chair
- a member having the floor shall confine their remarks to the question before the body

# VFW 101



- Rules of Order Governing *All Meetings*

Rising to speak on a motion

simplify:

- rise to speak
- salute presiding officer
- get presiding officer permission to speak
- address the membership on the question only – no sidebar speech
- salute presiding officer
- be seated



- Rules of Order Governing All Meetings

## Rising to speak

- On a Motion
  - No member shall speak more than twice on the same question
  - No member shall speak longer than 10 minutes each time
  - No member shall speak a second time on the same question if any member who has not spoken on that question arises to claim the floor to speak thereon.
- Nominating speeches
  - shall not exceed 5 minutes each, nor exceed two seconding speeches of two minutes each

# VFW101



- Rules of Order Governing *All Meetings*



## Debating

No member shall in debate, impeach the motives of a fellow member or treat them with disrespect.  
Members shall avoid personalities and unbecoming speech  
A member shall not pass between the speaker and the chair

# VFW 101



- Rules of Order Governing *All Meetings*

## Debating

- any conversation calculated to disturb a member while speaking or hinder the transaction of business, shall be deemed a violation of order and, if continued, the offending member shall be reprimanded by the presiding officer and may be ordered to retire from the room
- failure to comply with an order to retire may subject a member to disciplinary action for conduct prejudicial to good order and discipline
- When a member is called to order for disorderly conduct or abusive language, if such conduct is not immediately stopped and an apology immediately proffered by said member, disciplinary action may be taken against such member

# VFW 101



## • Rules of Order Governing *All Meetings*

### Interruptions

No member shall be interrupted while speaking except by a call to order which shall be forthwith ruled upon by the presiding officer as being either "well taken" or "not well taken"

- When a question of order is raised, the interrupted member shall forthwith take their seat

until the point of order is decided

No member shall be interrupted while speaking on account of misstatements spoken in debate, but they may be answered, corrected, or explained when the member has finished speaking.

# VFW 101



- Rules of Order Governing *All Meetings*

## Questions not Debatable

**to fix a time to  
reconvene  
to recess**

**to call for the orders of the day**

**to close debate and vote**

**to take up any particular item of business**

**to grant leave to withdraw a report or resolution**

**to adjourn**

**to raise a question of privilege**

**to lay on the table**

**to limit or extend debate**

**to grant leave to speak**

**questions of order when no appeal has been taken, or where the presiding officer has not invited discussion**

# VFW 101



- Rules of Order Governing *All Meetings*



## Debate Closing

Except by unanimous consent, no question on which debate has been closed shall be debatable further  
a 2/3 vote is required to close debate

# VFW 101



- Rules of Order Governing *All Meetings*

## Debate Closing

- when there is no further debate, or debate has been closed, the presiding officer shall put the question to vote

Simplified- once discussion is over vote on the motion takes place – all in favor of, all opposed

and state the outcome



# VFW101



- Rules of Order Governing *All Meetings*

## Voice vote is doubted

- presiding officer shall direct the vote taken by show of hands or by rising vote. when the decision of any written secret ballot is doubted, the presiding officer shall
- appoint a committee of two members, one of whom shall be the adjutant, to recount the ballots and report to the presiding officer.
- Ayes and noes shall be taken by roll call only when ordered by a majority vote of the body the results shall be recorded in the minutes



- Rules of Order Governing *All Meetings*

When the question is before the body the following motions shall be in order

Privileged Motions:

To fix a time to adjourn  
To adjourn

To Recess

To raise a question of Privilege  
To call  
for the orders of the day

# VFW101



- Rules of Order Governing *All Meetings*

When the question is before the body the following motions shall be in order

- Subsidiary Motions:
  - To lay on the table
  - To close debate and vote To limit or extend debate To postpone definitely To commit, or refer
  - To amend
  - To postpone indefinitely



## *Post Meeting Order of Business*

### Order of Business

- 1 Opening in Due Form
- 2 Reciting of purpose of the Veterans of Foreign Wars, Section 230102 of the Charter
- 3 Roll Call of Officers
- 5 Report of Investigation Committee
- 7 Muster in recruits for initiation ritual
- 9 Quartermaster report of disbursements 10 Quartermaster report of receipts

11 Reading of the Bills 12 Report of Service Officer 13 Report on  
Comrades or families of Comrades in Distress

14 Report of all Committees	13 Remember our National Home
16 Unfinished business	17 New Business
18 Good of the Order	19 Nominations, elections and installation
20 Closing in Due Form	

# VFW 101

## VFW Programs

---

- National Programs (Post)
  - Community Programs
  - Scholarships
    - Youth Essay
    - Patriot Pen
    - Voice of Democracy
  - Teacher of the Year
  - Scout of the year
  - Public Safety
  - Veteran OTY



# VFW 101

## VFW Programs

- National Programs (Post)
- Troop Support
  - MAP - Military Assistance Program
  - Adopted Unit Program
  - VMS-Veteran and Military Support Program
  - VFW Foundation Grants



# VFW 101

## VFW Programs

- National Programs (Post)

- Community Initiatives
  - VA Volunteer Service
  - Buddy Poppy
  - Post Grants
    - VFW #StillServing Grants
    - VFW #StillServing Corporate Partnership Grant
    - VFW #StillServing Community Volunteerism Grant
  - Patriotic Days



# ***VFW 101***

## ***VFW Programs***

- National Programs (Post)
  - Advocacy
  - Legislative Priorities
  - National Security and Foreign Affairs
    - Military Affairs
    - POW/MIA
  - Women
  - Veterans
  - Healthcare
  - Identity and Outreach
  - Homelessness



# VFW 101

## VFW Programs

---

- National Programs (Post)
  - Advocacy
    - Grassroots Efforts Action Corps
    - VA Healthcare Watch



# VFW 101

## VFW Programs

---

- National Programs (Post)
  - Member Benefits  
Insurance Programs  
Financial Services
  - Publication Subscriptions  
Technology and Electronics  
Travel Services
  - VFW Perk/Spot Discounts



# VFW 101

## VFW Programs

---

- National Programs (Post)
  - Member Benefits  
Retail Discounts  
Haircuts Medical  
Services
  - Transitioning to Civilian Life  
End of Life Services
  - Post Resources



# VFW 101

## VFW Programs

- National Programs (Post)
  - Assistance
    - Benefit advisers and local Resources
    - Financial Grants
      - Unmet Needs Grant
    - Student Veteran Support
      - Burger King Help a Hero Scholarships
    - Mental Wellness



# VFW 101

## VFW Programs

- National Programs (Post)
  - Community
    - Flag Etiquette
      - Displaying Flag
      - POW/MIA
      - Protocol Flag
      - Disposal
    - Official US Flag
      - Code Order of Precedence
    - Correct Method of Folding US Flag
    - US Flag History
  - Student Veteran Support Programs at Colleges



# VFW 101

## VFW Programs

- National Programs (Post)

- National Advisory Committee (NAC) Volunteer of the Year National Veteran of the Year
- National Firefighter of the Year
- National EMT of the Year
- National Law Enforcement/911 Operation of the Year National Outstanding Community Service Post Award National Chaplain of the Year
- National Young American Creative Patriotic Arts National Illustrating America Art Contest National Anthem Singing Contest



# VFW 101

## VFW Programs

---

- Department Programs (Post)

- Claude Owens Hospital Volunteer Award
- Youth Essay Award
- Heroes in the Ballpark
- Commander Cup



# *VFW 101*



## *VFW Programs*

Department Programs (Post)

The Sky's the Limit!

### Examples

USO Support

Tahoma Honor Guard Support

Hero Holiday Program

Toys for Kids Program

Hospital Support Programs

Honor Flight Support Programs

Dream Flight Support Programs

Ramp it Up Support Programs

This is the bread and butter of our Organization and it is what YOU make it or want it to be

# VFW 101

## *Membership FYI*

---

- Anyone eligible to join the Veterans of Foreign Wars Cannot be denied membership
- Eligible members must be voted on at a Post meeting to become a member of that Post
- If eligible member is not approved for membership in the Post, he can be processed as a member at large, or petition to be a member in another Post



# VFW 101

---

- QUESTIONS AND OPEN DISCUSSION
  - WHAT WOULD YOU LIKE TO SEE DISCUSSED MORE WHAT WOULD YOU LIKE TO SEE DISCUSSED LESS WHAT SHOULD BE ADDED TO VFW 101
  - WHAT DO YOU FEEL SHOULD NOT BE IN VFW 101

