

## **BACK TO BASICS SCHOOL OF INSTRUCTION TRAINING**

- **Entering a meeting. (page 81 of Ritual — Sr. VP instructions to new members) and (page 4 - item 4 in Booklet of Instruction)**

"When a member desires to enter the Auxiliary room when the Auxiliary is in session, he/she will knock

and as soon as possible will be admitted, upon presenting his/her paid-up dues card for the current

calendar year to the Guard. He/she will proceed directly to a seat."

- **What do the raps of the gavel mean. (Page 2 of ritual)**

One (1) rap of gavel — Attention    Two (2) raps — Rise    Three (3) raps of the gavel — Be Seated

- **What is Parade Rest? page 7 of Ritual and page 6 of Booklet of Instruction)**

"The left foot is moved slightly to the side while bringing the arms to the small of the back. Place the

left thumb in the palm of the right hand. The head is bowed slightly during prayer. (Diagram 3 page 6)

- **How to show proper respect to the Flag, Altar and Bible. (Flag - pages 2 and 7 of Ritual and page 6 of Booklet of Instruction, Altar - page of and Bible - page 3 of Ritual) Also in Booklet of Instructions page 4 under Auxiliary Traditions.**

- **The proper way to address the President and make a motion. (Booklet of Instructions Page 4 Items 5 & 6)**

### **The proper method to make a motion and or speak in debate (Roberts Rules of Order)**

When a members **desires** to enter into discussion or make a motion, he/she must be recognized by the chair as having the right to be heard. To do this he/she must rise, face the chair and say Madame/Mister President and wait to be recognized. While a person "makes a motion" He/she uses the words "I move..." It needs to be seconded (supported) by another member before discussion is allowed. If a committee is bringing a motion forward and says "The committee moves...." There is no need for a second to that motion.

### **What is the difference between Oath of Membership (taken at initiation) and Oath taken at Installation of Officers.**

The oath taken by new members in found on page 80 Of the Ritual. All members are encouraged to take this with new members as a spoken reminder.

The Oath of Office taken at the Installation on all levels is spoken by those taking office (being installed) and not by all members. If you missed being installed at your own auxiliary and attend Department Convention, we invite you to join in then and take your oath.

### **What are Members' Rights?**

1. Once a member is voted in, the only body that has the right to challenge his or her eligibility is his or her Auxiliary. [Sec. 108]
2. IF a member is found ineligible, the only person who can actually revoke his or her membership is the National President. [Sec. 108]
3. No member shall be deprived of their rights and privileges, except nonpayment of dues, unless they shall have first been sentenced in accordance with Article XI of the National Bylaws. [Sec. 109]
4. Members can appeal sentencing. [Sec. 111]
5. All members have equal rights and responsibilities  
(Ritual Page 79 - Member Initiation President's instructions)

### **What are Members' Rights regarding *due process*?**

1. Only an Auxiliary can challenge eligibility.
2. Only the National President can revoke membership. (Sec. 108)
3. No member can be deprived of rights without due process.
4. Members can appeal. (Sec. 111)

### **What do the Bylaws say about an Auxiliary's relationship with its Post?**

1. Every Auxiliary is created by a Post. (Sec 201)
2. Every Auxiliary is subject to the jurisdiction of the Post whose name and number it bears. (Sec. 202)
3. If a Post consolidates, an Auxiliary must consolidate. Sec. 206)
4. A Post may vote to disband an Auxiliary, upon approval of the VFW Commander-in-Chief. (Sec. 209)

**0. Once a year, the Auxiliary must** give a report to its Post on the number of members and an itemized financial report. (Sec. 810)

**Are we required to give our money we raise to the Post?** No, while we are formed to assist the post in their work for the veterans and community, we are expected to support our own National, Department and District programs and projects. There will be times when the Post may need our financial assistance and we while may choose (or not) to make an occasional or a regular donation, it is not required.

## **BOND**

**What is the last date to have both the President and Treasurer Bonded and reported? Bond pages are 82 & 90-91 info on bond** (August 31<sup>st</sup>.) Prefer to get in by July 31<sup>st</sup> for the Circle of Excellence Program.

**Do we *have to* bond through National?** (No, but proof of purchase somewhere else must be given and it is still due by 8-31)

**How do we determine the amount of bond to purchase?** (At least double the amount in accounts at any time)

**Does the bond cover Texas Hold'em and Bingo accounts?** (No, the auxiliary must purchase this separately) Texas Hold'em Sec 813A page 82 bylaws

## **Audits**

**Trustees Duties Sec 814 bylaws page 90-91**

When are audits conducted? (July for A,M,J October for J,A,S January for O,N,D and April for J,F,M)

Audit dates bylaws 814 Trustees Duties Chart page 89

What is the date they must be received in the office? (August 31, November 30, February 28, May 31)

***These are new dates based on the resolution passed at July 2019 National Convention.***

When is the last day to pay District dues? (September 30th) (Sec. 506)

## **Newest National Programs**

### **Mentoring for Leadership**

Have you implemented you Mentoring for Leadership Program yet? Who oversees it? How many auxiliary mentors are assigned to this? Do they have a specific member assigned to them during meetings? The information provided in this training is a great tool to use with those new members as you mentor them.

### **Auxiliary Outreach**

This program is where we report what we did to assist another organization in their ACTIVITY. It must be approved by the auxiliary IN ADVANCE at a regular meeting.

Only number of members and hours are reported for this. DO NOT REPORT MONEY. Remember we are only helpers for THEIR PROJECT.

# REPORTING

**While it is not mandatory (from National) to report at least ONCE quarterly, in Michigan we encourage it for these reasons:**

- The more information we can provide in a timely manner allows us to get it in and off our list of things to do.
- We will tend to remember the details better if we send in reports shortly after an event, or donation occurs.
- The more we report, the more info the National Organization has to send to the IRS to prove our tax-exempt status is justified. The detail area is for specific information and will help the chairman decide if this is reportable under this chairmanship and what Achievement area to credit it to.
- Save those reports as we tell you. You never know when your post/auxiliary might be contacted by the IRS for proof you are doing things and not just raising and hoarding funds.
- Remember the P's when reporting: Planning, preparing, participating, and completing the project.

**Any member can report on any event. Just be certain to fill out paperwork completely before hitting SEND. Also print out a copy for the auxiliary Secretary files.**

**Annually make a motion similar to this "I move that we accept projects done by our members in the name of the auxiliary and as a VFW Auxiliary member"**

If you are doing the activity for another organization that you are a member of, please report it to them and not to us. Double dipping is not what we want to do.

Mileage goes to the vehicle (driver) and not each individual riding in it.

**MALTA sign in is:** Auxiliary member number is your login and you create your own password

**MICHIGAN sign in is:** Auxiliary member number is username and last name is your password under MEMBER ONLY

**If the item is not under one of our chairmanships, give the info to your post to report.**

**TIPS:**

**In hospital/nursing home event = report under Hospital**

**Outside of Hospital/Nursing Home event for veterans = report under Vets and Family support.**

**When reporting an event that covers several chairmanships**, report the part that applies to each separately (Hours, members, miles cost) and add a note that this is the portion for this specific chairmanship and other pertinent details have been sent to the appropriate chairman.

**When finished reporting on one chairmanship and moving on to report another**, CLICK SEND and then start new and find the correct chairmanship you wish to report on next. Be certain that your correct Auxiliary number, district, city, and zip code are on the forms before sending. Some auto fills put the wrong things there.

**A funeral luncheon** is reported under Vets and Family support.

**Blood Donations** are reported to our post.

**Poppies and American Flags on tables at events** are reported under two separate chairmanships and only hours (after the initial hours for making them) are for set up. Report the number of poppies always and number and size of the American flags.

**Historian is only one person** and usually the one taking the photos, that is who should normally report picture taking and posting, developing, mailing, etc. If several members assisted with picture taking only those hours should be added to the historian numbers and explained in detail area. Hours reported are what time is spent taking pictures and processing, mailing and/or posting on social media. Not sitting for three days at Department or National Convention.

## **SAMPLE**

Here is an example of an auxiliary reportable activity: We marched in the July 4th parade in our town of with a **Brownie Troop #** . We gave them **100 small American flags** to hand out along the route. There were **15 members** participating in the event. We spent a total of 4 hours each in travel to and from, assembly and actual marching. (60 total hours) **American flags cost \$25.00**. The mileage to and from was **5 vehicles with 3 members in each traveling 20 miles per vehicle. (100 mi.)** Our Historian was one of the marches and posted pictures on the Auxiliary, District, and Department Face Book pages and tagged the Dept. Historian (30 additional minutes for this Process). How do I report these things and where and what is the breakdown? What should I put in the detail area for each Dept. Chairman?