

Secretary Duties from 2026 Podium Edition Bylaws & Ritual

Sec. 812—Secretary, Duties of (All Levels)

- A. The Secretary shall keep in books or files:
1. The current “Podium Edition Bylaws and Ritual”
 2. A record of all the minutes of each meeting of the Auxiliary
 - a. The manner in which the minutes of the Auxiliary meetings are read, printed and/or distributed shall be at the discretion of the Auxiliary by vote of the membership. Consideration should be given to the cost of printing when voting.
 - b. It is permissible to secure typed or computer-generated minutes in the permanent book or insert in a three-ring binder or clip folder.
 - c. Each minute page of the minutes shall be numbered consecutively and provide a space for the Trustees to initial at audit.
 - d. The Treasurer’s reports and the audit reports must be incorporated in the minutes.
 - e. Corrections shall be made in the margins.
 3. Shall attend to all matters of correspondence under the direction of the President.
 4. A General or Special Order file for the current year in which shall be preserved all orders and circulars issued by the National and Department Headquarters.
 - a. In the order in which they are received.
 5. A letter file in which shall be kept all correspondence of the Auxiliary.
 - a. General correspondence to be retained for one (1) year.
 - b. Policy and rulings are to be maintained in a permanent file.
 - c. All communications from National or Department Officers are official and shall be read at a meeting before being filed for reference.
 6. All communications of any nature whatsoever intended for the consideration of the National Body shall be signed by the President and forwarded by the Secretary of the Auxiliary to the Department President.
 7. All official communications to National Officers from the Auxiliary must also be forwarded through channels.
 8. Shall notify orally or in writing all newly elected members.

9. Shall under the direction of the President, prepare all reports required of them.
10. Shall transfer to their successor, without delay, all papers, books and other property of the Auxiliary in their possession.
11. Shall enter the information required from the installation report in MALTA or submit the installation report to the Department Secretary for entry into MALTA within seven (7) calendar days.
12. To perform such other duties as are usually incident to such office.
13. Shall notify all required offices the names and addresses of elected and appointed Officers.

Sec. 812A—Auxiliary Secretary

A. The Auxiliary Secretary shall

1. Input or transmit the names of the Delegates and Alternates to Secretaries required to receive them within thirty (30) calendar days of election.
2. Immediately following installation, enter the required information into MALTA or submit the installation report to the Department Secretary within seven (7) calendar days.

D) Secretary Minutes

1. The minutes should contain in the first paragraph:
 - a. Name and number of the Auxiliary.
 - b. Date and place of meeting.
 - c. Time called to order.
 - d. Name of Presiding Officer.
 - e. Whether regular or special meeting. (If a special meeting, the purpose for which it was called.)
 - f. Number of members present.
 - g. Names of visitors, if there are any present.
2. When the roll is called, the Conductor responds “present” or “absent.” Check your list of Officers, and in the minutes record those absent, as well as the names of those members appointed Pro-tem. If an Officer is absent, the President appoints a member to fill their station before the meeting starts.
3. Then the Secretary should write “Opening ceremonies were held, after which the minutes of the last regular meeting were read and approved as read,” or “corrected and approved with the corrections ordered.”
4. Auxiliary Order of Business
The order of business would be recorded in the minutes as follows:
 - a. Opening Ceremonies.
 - b. Introduction of National and/or Department Officers.
 - c. Reading and Referring of Applications for Membership.
The only part of the card necessary to be read is as follows:
“Jane Doe, 123 Elm Street, eligible through service member John Doe. Recommended by Mary Doe.”
 - d. Report of Investigating Committee.
The Secretary shall be responsible for seeing that all information is given and the Investigating Committee shall be held responsible for the accuracy of the information and the eligibility of the candidate.
 - e. Voting on Candidates.
The result of the vote and the names of those initiated should be recorded.
 - f. Initiation. (*optional*)
 - g. Presentation of Minutes of Previous Meeting.
 - í. After you have read the minutes and they have been approved, write the word “Approved” and the date under

your signature. If there are corrections note them in the minute book along the margin adjacent to the paragraph corrected.

- h. Reading of Official and Other Communications.
 - í. All communications are grouped under one heading but National letters are read first, Department General Orders and letters second, followed by District communications, Post or other Auxiliary communications, and finally thank-you notes, cards and communications from outside organizations.
 - íí. All General Orders from the Department President are official and must be read at the first meeting following receipt before being filed for reference. All other communications from National or Department Officers are also official and should be read at once. If the communications require action, such action taken is recorded in the minutes.

It might be written thus: “General Orders No. 5 from the Department President were read. There were also letters from National ____ (title), Brother/Sister _____ notifying us that _____” (herein should be given the information contained in the letter). And from Department _____ (title), Brother/Sister _____, asking that we _____ (herein should be given a summary of the information contained in the letters).

- i. Treasurer’s Report.

A copy of the Treasurer’s report shall be incorporated in the minutes.
- j. Presentation of Bills.

Read the actual bills separately and give the total. The minutes should read something like this: “Bills for \$25.00 were read as follows: _____” (List the bills). No action is taken on the bills at this time. They are simply handed to the Trustees for approval.
- k. Introduction of Guests, who are not escorted.
 - í. At this point in the meeting, any guest(s) may be admitted.
- l. Report of Committees, Standing and Special.

The Veterans and Family Support Chairman should be called upon first, citing all inquiries of veterans or families

of veterans in distress. All members would report any distress or cases of illness unknown to the Veterans and Family Support Chairman.

Each committee chairman is called on for their report. Note should be made in the minutes of who made the report, and what action is taken. With the exception of the Trustees' report on the audit of the books and on the bills, reports are accepted without motion, unless there is objection from the floor. The Trustees' report on the audit must be accepted by a motion passed by the Auxiliary and the Audit Report shall be incorporated in the minutes.

m. Unfinished Business.

All business held over from a previous meeting now has the floor. Action by motion on items brought up under this heading should be recorded in the minutes.

n. New Business.

(When there has been a death of a member since the last meeting, the first order of new business is the draping of the Charter.)

Elections are also included under new business as well as other business that may be brought up. If election is held, nomination(s) for each office and the results of the election shall be recorded. Any other action taken under new business should be recorded according to the motions passed on the floor.

o. Report of Trustees on Bills and Action Thereon.

The Senior Trustee makes the report if they are present. With reference to the bills presented earlier in the meeting, they will probably say, "The Trustees have examined the bills and recommend that they be paid." A member moves the report be accepted and the bills paid. Another member seconds the motion. The Trustee reporting can also move that the report be accepted and the bills paid.

p. Suggestions for the Good of the Order.

New members and guests should be invited to speak at this time.

q. Closing Ceremonies.

The Secretary should finish minutes by writing something like this: "Closing ceremonies were conducted in accordance with the Ritual, after which the meeting was adjourned. The next meeting will be _____ (date) *at* _____ (*time*)."

5. Body of Minutes.
 - a. The minutes of each meeting should be signed by the Secretary when recorded and after “approved”, the “date of approval” should be written under the signature.
 - b. The minutes of each meeting will thus contain a record of all business transacted; all main motions, whether carried or lost; all other motions that were carried, by whom motions were made and seconded.
 - c. The Secretary should always bring to the meeting all necessary record and minute books and papers which the President is likely to need and any necessary equipment for their own duties.
 - d. If the Secretary is unable to be present at a meeting, the Auxiliary President shall appoint a Secretary Pro-tem who shall record the minutes of the meeting at which acted.

The Secretary Pro-tem also records same in the Secretary’s book, duly signed by them as Secretary Pro-tem. These minutes will be read at the following meeting for approval by the Auxiliary.
6. It is permissible for a Secretary to tape the minutes of the meeting to supplement their notes.
 - a. The tapes may not be distributed to those who did not attend the meeting and may not be used for any other purpose than to ensure the accuracy of the minutes.
 - z. Once the minutes have been approved, the tape should be destroyed or taped over.
 - b. The recording equipment should be in full view of the members and should not be used if any member objects. Individual members may not be allowed to tape the meetings for their own personal use, ***unless the body approves per Bylaw Section 210.***
 - c. Members may review the minutes as recorded by the Secretary in their official Record Book.
7. Correspondence.
 - a. All correspondence written for the Auxiliary should bear the Auxiliary name, number and location in the heading. Each letter should bear the date it is written.
 - b. If the letter is written in accordance with action taken at an Auxiliary meeting, then reference should be made to the date of the meeting. Thus: “In accordance with action taken at a regular (or special) meeting of _____ VFW

Auxiliary to Post No. _____ on _____ (date), I am writing _____,” and so forth.

- c. Each letter should bear the full name and address of the Auxiliary Secretary, or whoever writes the letter.
- d. Official correspondence shall be signed by the Secretary. For clarity, the name and title should be typed and then signed in ink, thus:

(Signature)
Mary Doe, Secretary
VFW Auxiliary # _____
1313 E. 13th St.
Podunk Center, MO 64112

- e. One subject to a letter! If you are writing to your Department Secretary asking a question and notifying them of a change of address, send two different letters. Both letters may be placed in the same envelope.
- f. Letters of personal interest or beliefs should **not** be sent on Auxiliary letterhead and/or signed with Officer title.

J) Chain of Command/Matters of Concern

Using Proper Channels

1. Those concerns, problems, etc. of an Auxiliary MAY be addressed to the District President who will take *their* concerns directly to the Department President for consideration. If the concern is in regard to the District President, the Auxiliary may go directly to the Department President.
2. The Department President then decides who should be assigned to handle the concerns of that particular Auxiliary.
3. If the concern warrants it, the Department President may address it to the National President for *their* consideration.
4. It is the practice of National Headquarters that a Department President have the first opportunity to assist Auxiliaries and members of *their* Department. Therefore, any correspondence received from an individual, Auxiliary or District will be referred to the Department President so that *they* have the first opportunity to assist or fulfill a request.

Sample Auxiliary Minutes Worksheet

Auxiliary Minutes Worksheet

Date: _____

The regular meeting of the _____ VFW Auxiliary No. _____ was held at _____ hall at am/ pm. The meeting was conducted by President _____ with _____ members in attendance.

Opening Services were conducted according to the Ritual and the following Officers were absent:

Escort of Guest - (National, Department, or District Representative)

Reading & Referring of Petitions for Membership-

Initiation of New Members -

Presentation of Minutes and Official and Other Communications - (Manner of presentation is by the vote of the Auxiliary - See Section 812)

Treasurer's Report -(Manner of presentation is by the vote of the Auxiliary - See Section 813)

Presentation of Bills -

Introduction of other Guests (Non-Auxiliary Member Guests)

Reports of Committees

Chaplain - reported

_____ Get Well

_____ Sympathy

_____ Thinking of You

_____ Food for Bereaved family

_____ Bibles

_____ Memorial Donations

_____ Funerals Attended

_____ Hospital visits made

Veterans & Family Support - Chairman _____

Americanism - Chairman _____

Auxiliary Outreach – Chairman _____

"Buddy"® Poppy & National Home - Chairman _____

Historian & Media Relations – Chairman _____

Hospital – Chairman _____

Legislative – Chairman _____ reported on the up-to-date priority goals.

Membership – Chairman _____

Scholarships - Chairman _____

Youth Activities - Chairman _____

Other Appointed/Special Events Chairman (i.e., Ways and Means)

Audit Report - Motion by _____ ^{2nd} **by** _____ **to**
accept the Audit report as read - Motion carried.

Unfinished Business –

New Business (Draping of the Chatter, Election of Officers, etc.)

Motion by Member _____ ^{2nd} by Member _____
to _____
motion *carried or failed*

Motion by Member _____ ^{2nd} by Member _____
to _____
motion *carried or failed*

Motion by Member _____ – 2nd by Member _____
_____ to _____ –
motion carried or failed

Motion by Member _____ – 2nd by Member _____
_____ to _____ –
motion carried or failed

Motion by Member _____ – 2nd by Member _____
_____ to _____ –
motion carried or failed

Motion by Member _____ – 2nd by Member _____
_____ to _____ –
motion carried or failed

Report of Trustees – A motion was made by _____ to pay the bills – 2nd by _____
_____ –
motion carried or failed

Suggestions for the Good of the Order – (Patriotic Instructor presents a brief training/instructions; new members and guests should be invited to speak at this time.)

The closing ceremony was conducted according to the Ritual and the meeting adjourned at _____ am/pm. The next meeting will be _____ at _____ am/pm.

Respectfully Submitted,

(Signature)

Auxiliary Secretary

Sample Secretary Meeting Minutes Outline

SECRETARY MEETING MINUTES OUTLINE

*Meeting outline is for Contemporary/Traditional meetings. Some sections may have to be skipped if holding a Roundtable meeting.

Date _____

A regular (or special) meeting of _____ Veterans of Foreign Wars United States Auxiliary to Post No. _____, was called to order _____ (date) at _____ (time) in the VFW hall (or where ever held) _____, by President _____, with _____ members present.

Opening ceremonies were held in accordance with the ritual. All officers answered roll call with the exception of _____, chair filled by _____; _____ chair filled by _____.

Visitors present were _____
_____ was escorted in.

Petitions for membership _____, with eligibility under _____, and recommended by _____.

Investigating committee _____, and _____ had found _____ with everything in order and recommended for membership. The member(s) were accepted (or rejected).

Initiation of Auxiliary member _____ took place after which a short recess was declared to welcome the member into the Auxiliary.

Minutes of the previous meeting were read and approved (or corrected and approved with corrections ordered). (See Section 812 for presentation options.)

Official Communications were read: Dept. General Orders # _____, and communications from _____

Treasurer's Report (incorporated into the minutes) (See Section 813 for presentation options.)

Balance on hand as of last report	\$ _____
Total Receipts	\$ _____
Total Disbursements	\$ _____
Balance forward	\$ _____

Presentation of bills: _____
_____ Totaling \$ _____

Other guests introduced were _____

Reports from committees Standing and Special were given:

Veterans & Family Support _____

Americanism/Patriotic Instructor _____

Auxiliary Outreach _____

"Buddy"® Poppy & VFW National Home _____

Historian & Media Relations _____

Hospital _____

Legislative _____

Membership _____

Scholarships _____

Youth Activities _____

Other _____

Audit report given by Trustee # _____, _____ read as follows:
Audit report for period of _____ to _____ (Copy of Audit
incorporated into the minutes)

Unfinished Business:

New Business: (Draping the Charter, Elections, etc.)

Charter was draped for _____ who went to her/his heavenly home on
_____, 20 ____.

New Business Continued:

(All motions should list first and last names of persons making and seconding motions.)

_____ moved and _____ seconded _____
_____ MC/F

_____ moved and _____ seconded _____
_____ MC/F

_____ moved and _____ seconded _____
_____ MC/F

_____ moved and _____ seconded _____
_____ MC/F

_____ moved and _____ seconded _____
_____ MC/F

_____ moved and _____ seconded _____
_____ MC/F

_____ moved and _____ seconded _____
_____ MC/F

Senior Trustee _____ reported that the Trustees have examined the bills and found
them correct and moved that the bills be paid. Seconded by _____ and MC/F.

Suggestions for the Good of the Order: _____

Closing ceremonies were conducted according to the Ritual and the meeting was adjourned to reopen
_____.

Loyally Submitted,

DELEGATES AND ALTERNATES TO DISTRICT MEETING
VFW AUXILIARY, DEPARTMENT OF WISCONSIN

AUX. NAME: _____ NO.: _____ CITY: _____ DIST NO.: _____

AUXILIARY SECRETARY: Immediately following your election of Delegates and Alternates to the **DISTRICT** Meeting, to be held in the Spring of 2026, please complete this form. It is **YOUR** duty to mail this form to your **DISTRICT SECRETARY**. (NAMES AND ADDRESSES ON BACK OF THIS FORM)

Delegates and Alternates to the District Meeting shall be elected at a regular meeting of the Auxiliary held not less than ten (10) days prior to the District Meeting; one (1) Delegate and one (1) Alternate for each fifteen (15) members or fraction thereof in good standing in the Auxiliary at the time of the election of Delegates. Sec. 302, page 33 of the 2026 Bylaws.

Date of Election _____ Number of Members dues paid on date of election _____

This is to certify that the Delegates and Alternates listed below have been duly elected to represent our Auxiliary at the 2026 District Meeting.

DELEGATES	Attending	ALTERNATES	Attending
1. _____	Yes No	1. _____	Yes No
2. _____	Yes No	2. _____	Yes No
3. _____	Yes No	3. _____	Yes No
4. _____	Yes No	4. _____	Yes No
5. _____	Yes No	5. _____	Yes No
6. _____	Yes No	6. _____	Yes No
7. _____	Yes No	7. _____	Yes No
8. _____	Yes No	8. _____	Yes No
9. _____	Yes No	9. _____	Yes No
10. _____	Yes No	10. _____	Yes No
11. _____	Yes No	11. _____	Yes No
12. _____	Yes No	12. _____	Yes No

 (Auxiliary President)

 (Address)

 (City, State & Zip Code)

(Auxiliary Seal Here)

 (Auxiliary Secretary)

 (Address)

 (City, State & Zip Code)

DELEGATES AND ALTERNATES TO DISTRICT CONVENTION
VFW AUXILIARY, DEPARTMENT OF WISCONSIN

AUXILIARY SECRETARY: Immediately following election of Delegates and Alternates to the **DISTRICT** Convention, to be held in the Spring of 2026, please complete this form and it is **YOUR** duty to mail this form to your **DISTRICT SECRETARY.**

District Secretary Names and Addresses:

*District 1: Dept Secretary Faith Elford, 1414 Montclair Place, Fort Atkinson, WI 53538

District 2: Lenore Otto, N62w37856 Wadebridge Rd., Oconomowoc WI 53066-1729

*District 3: Dept Secretary Faith Elford, 1414 Montclair Place, Fort Atkinson, WI 53538

District 4: Susan Koehler, 8040 S 20th St., Oak Creek, WI 53154

*District 6: Dept Secretary Faith Elford, 1414 Montclair Place, Fort Atkinson, WI 53538

District 7: Aimee Viljevac, 204 E. Riverside Ave., Merrill, WI 54452

District 8: Judy Borg, 250 W Highland Park Ave, Apt. 720, Appleton, WI 54911

District 9: Patty Jansky, 12758 43rd Ave., Chippewa Falls, WI 54729

District 10: Jackie Gregory, W5463 Apple Ave., Medford, WI 54451

District 11: Kathryn M. Schmitz, 24447 Lambeth Rd., Cashton, WI 54619

***FOR THOSE OF YOU WITHOUT DISTRICT REPRESENTATION AT THE TIME OF THIS PRINTING, PLEASE DO STILL ELECT YOUR DELEGATES AND SEND IN THE FORM TO THE DEPARTMENT SECRETARY. DELEGATE FORMS ARE GOOD FOR A FULL YEAR AND YOU DON'T KNOW IF YOUR DELEGATES MAY BECOME NECESSARY WITHIN THE NEXT YEAR.**

**DELEGATES AND ALTERNATES TO DEPARTMENT CONVENTION
VFW AUXILIARY, DEPARTMENT OF WISCONSIN**

DIST #: _____ AUX# _____ AUX. NAME: _____ CITY: _____

AUXILIARY SECRETARY: Immediately following your election of Delegates and Alternates to the Department Convention, to be held June 10-13 in Rothschild, WI, please complete this form. It is **YOUR** duty to mail/email this form to the **DEPARTMENT SECRETARY, Faith Elford, 1414 Montclair Place, Fort Atkinson, WI 53538** or Secretary@vfwauxwi.org

PLEASE NOTE: NO CREDENTIALS will be mailed to your Auxiliary. **ONLY THOSE** Presidents, Delegates and Alternates attending the Convention will receive credentials at the Convention. Please elect those people who plan on going to the Convention first...and then fill in with ones that are undecided.

NOTICE: Delegates and Alternates to the Department Convention shall be elected at a regular meeting of the Auxiliary held not less than thirty (30) days prior to the Department Convention; one (1) Delegate and one (1) Alternate for each thirty (30) members or fraction thereof in good standing in the Auxiliary at the time of the election of Delegates. Sec. 303 page 33-34 of the 2026 National Bylaws.

Date of Election _____ Number of Members dues paid on date of election _____

DELEGATES

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

ALTERNATES

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

President

(Auxiliary Secretary)

Sr. Vice President

(Secretary's Address)

Jr. Vice President

(City, State & Zip Code)



NOT ACCEPTED BEFORE APRIL 1, NOR AFTER MAY 31
of the Current Calendar Year

**NATIONAL CONVENTION
OFFICIAL DELEGATES AND ALTERNATES**

~~DO NOT SEND THIS FORM IN IF NAMES HAVE BEEN INPUT ONLINE~~

TO: National Secretary
VFW Auxiliary
406 West 34th Street, 10th Floor
Kansas City, Missouri 64111

FROM: AUXILIARY NO. _____ DEPARTMENT OF _____
AUXILIARY NAME _____
CITY AND STATE _____

Per Section 304 of the National Bylaws, "Delegates and Alternates to the National Convention shall be elected at the last regular meeting in April; one for each thirty-five (35) members or fraction thereof in good standing on March 31. The VFW Auxiliary Secretary shall provide the names of the Delegates and Alternates to the National Secretary, along with their membership ID number, within thirty (30) calendar days of the day of election" and no later than MAY 31. The Auxiliary Secretary is asked to input his or her Auxiliary's Delegate(s) and Alternate(s) online in MALTA via use of their respective membership ID number(s) and to print out a copy of the Delegate(s) and Alternate(s) for his or her records.

This is to certify that the Delegate(s) and Alternate(s) listed below were duly elected to represent our VFW Auxiliary at the upcoming National Convention on _____ based on the total VFW Auxiliary membership as of MARCH 31 in the MALTA System.

ID Number and Name ARE REQUIRED to complete this form.
TYPE or PRINT NEATLY each Delegate's or Alternate's ID NUMBER and NAME.

~DELEGATE CREDENTIALS WILL BE ISSUED AT CONVENTION SITE UPON CHECK-IN.~

DELEGATES		ALTERNATES	
ID NUMBER	MEMBER'S FIRST AND LAST NAME	ID NUMBER	MEMBER'S FIRST AND LAST NAME
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Auxiliary Secretary) (Address) (City, State & Zip Code)

NOTE: This is a listing only. (NO CHECKS ARE TO BE INCLUDED WITH THIS FORM.)

INPUT INTO MALTA OR MAIL TO DEPARTMENT SECRETARY BY JUNE 30th 20__ - 20__

Installation Report for Auxiliaries/Districts (short form)

The following information about the Auxiliary's meetings is required:

Date of Installation: _____ Continuous Annual Dues Per Member: \$ _____

Meeting Date: 1st ____ 2nd ____ 3rd ____ 4th ____ Last ____ (select Date)

Meeting Day: Mon. ____ Tues. ____ Wed. ____ Thurs. ____ Fri. ____ Sat. ____ Sun. ____ (select Day)

Meeting Time: _____ A.M. ____ P.M. ____ (select A.M. or P.M.)

Meeting Place: _____

Meeting Street Address: _____ Meeting City: _____ Meeting State and ZIP: _____, _____

Phone No. of Meeting Place: (____) _____ **Please note offices/positions denoted with an asterisk (*) listed below are REQUIRED.**

President*	Member ID No.	Auxiliary No.	First Name	Last Name	Email Address

Mailing Address	City	State	Zip Code	Primary Phone Number (Home/Cell/Work)
				Home Cell Work

Senior-Vice President*	Member ID No.	Auxiliary No.	First Name	Last Name	Email Address

Mailing Address	City	State	Zip Code	Primary Phone Number (Home/Cell/Work)
				Home Cell Work

Junior-Vice President*	Member ID No.	Auxiliary No.	First Name	Last Name	Email Address

Mailing Address	City	State	Zip Code	Primary Phone Number (Home/Cell/Work)
				Home Cell Work

