

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.