

**FREQUENTLY ASKED QUESTIONS – October 2018 – Page 1 of 2**  
**Edited by Department of New York Secretary Deborah L. Cenni**

**MISCELLANEOUS**

**Q1** – Can I contact a Department Line Officer if I have a question?

**A1** – Members and officers are encouraged to contact Line Officers to answer their questions.

**Q2** – Does an Auxiliary have to fill the vacancy of an Officer who passes away?

**A2** – If an Officer passes away, the Auxiliary must fill the vacancy.

**Q3** – Must an Auxiliary hold a special meeting to hold an election to fill a vacancy of an officer?

**A3** – A Special meeting is not a requirement to hold an election to fill a vacancy of an officer.

The President may announce that an election will be held at the next regular meeting.

**Q4** – What should an Auxiliary do when there is a change in Auxiliary Treasurer?

**A4** – Contact the Department Secretary with the new Treasurer's information. Complete and file IRS Form 8822-B within 60 days of the new Treasurer taking office. The President and Treasurer must update banking information (update signature cards).

**Q5** – I have a question about Parliamentary Procedure. What should I use as a reference?

**A5** – Robert's Rules of Order, 11th Edition, should be used as a reference.

**Q6** – Does the Department of New York have a website?

**A6** – YES! The website address is: [nyvfwauxiliary.org](http://nyvfwauxiliary.org)

**Q7** – Does the Department of New York have a Facebook page?

**A7** – YES! The Facebook page is: Department of New York VFW Auxiliary 2018-2019

**ARTICLE I MEMBERSHIP** Sec. 104—Members in Good Standing

**Q1** – What is the deadline for members to pay their dues to remain in good standing?

**A1** – All members must pay their current year dues by December 31.

**Q2** – Can a member attend a meeting if they have not paid current year dues by December 31?

**A2** – On January 1, a member who has not paid their dues for the current membership year is no longer in good standing and may NOT attend a meeting until their dues are paid.

**Q3** – What is the latest date a member can pay their dues to remain a continuous member?

**A3** – Dues must be paid by June 30 to remain a continuous member. On July 1 they must reapply, show proof of eligibility, and be voted on as if they were a new member.

**Q4** – What is the deadline for Elected and/or Appointed Officers to pay their dues?

**A4** – Officers, elected or appointed must be members in good standing. Their current year dues must be paid by December 31.

**Q5** – What happens if an officer does not pay their current year dues by December 31?

**A5** – Any Officer who does not pay their current year dues by December 31, is no longer in good standing and cannot attend a meeting. They will be removed from office and the Auxiliary President shall hold an election to fill the vacancy.

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**ARTICLE VIII OFFICERS Sec. 801—Eligibility**

**Q1** – What Auxiliary Officers are required by the National bylaws?

**A1** – An Auxiliary must Elect the following Officers: President, Senior Vice-President, Junior Vice-President, Treasurer, Chaplain, Conductor/Conductress, and Guard.  
An Auxiliary must also have a Secretary who is appointed by the President.

**Q2** – Can an Elected Officer hold more than one office?

**A2** – Elected Officers CANNOT hold more than one elected office. There are a few exceptions!  
A Trustee may hold another elective officer other than President, Secretary, or Treasurer.

**Q3** – Can a member hold an Elective Office and an Appointed Office?

**A3** – An Elected Officer CAN also hold an Appointed Office. However, there is one exception!  
The Appointed Secretary may NOT also hold the office of Elected Trustee.

**Q4** – Who should the Auxiliary notify in case of a change of Elected or Appointed Officer?

**A4** – The Department Secretary should be notified as soon as there is a change of Officer via USPS or email. The Department Secretary will then record Officer changes in MALTA.

**Q5** – What happens if there is a vacancy of Secretary due to resignation or death?

**A5** – The resignation of the Secretary shall be sent to the President. The President will appoint another member to assume the duties of Secretary. If a vacancy occurs due to the death of the Secretary, the President will appoint another member to assume the duties of Secretary. No installation necessary.

**Q6** – What happens if there is a vacancy of President?

**A6** – If there is a vacancy in the Office of President, the Senior Vice at once succeeds to the title and duties of President. The Junior Vice succeeds to the title and duties of the Senior Vice President. No installation necessary.

**Q7** – What happens if there is a vacancy of Senior Vice?

**A7** – If the Senior Vice resigns, the Junior Vice at once succeeds to the title and duties of the Senior Vice-President. No installation necessary.

**Q8** – Who should collect dues from members?

**A8** – Refer to bylaws Sec. 810A—Auxiliary President. The Auxiliary President shall appoint a committee of not less than five (5) members, including the Treasurer, to contact all members during the year for payment of dues. The Committee shall report on all contacts made and turn over any money collected to the Treasurer as soon as possible.