

# SENIOR & JUNIOR



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

- A. Any member in good standing belonging to an Auxiliary shall be eligible to any office in the Auxiliary, District, Department or the National Organization.
  - 1. No member shall hold two (2) elective offices on the same level at the same time.
  - 2. The member may hold one (1) elective and one (1) or more appointive offices on that level. a. The exception to this rule being that a Trustee may hold another elective or appointive office other than President, Secretary, or Treasurer.
  - 3. Officers, elective or appointive, may hold office in a higher or lower body and such offices may be held concurrently. (i.e., a District President could be elected as a Department Officer. This is not holding two (2) elective offices on the same level.)
  - 4. Any member who has been removed from office in accordance with Section 809B shall not be eligible for election to that office during the current Auxiliary year.

**Sec. 811—Vice-Presidents, Duties of (All Levels)**

A. Vice-Presidents shall

1. When called upon, assist the President by counsel or otherwise
2. In the absence of the President they shall discharge the duties of their office according to seniority.
  - a. If neither of them are present to take the President's office, the Secretary or any Past President will call the meeting to order and the members shall elect a President pro-tem.
3. When the President is unable to perform their duties
  - a. Or function for a period of time due to illness, extended vacation or other reason.
4. Upon written request and approval by the National President
  - a. The Senior Vice-President may be authorized to countersign checks in the President's absence during such a period.

## Auxiliary Senior Vice-President

1. MALTA – If you have not already done so, activate your MALTA account by going to [vfwauxiliary.org](http://vfwauxiliary.org) and click on MALTA Member Login. You will need your membership ID number, which can be found on your membership card.
2. Be prepared to assume the President's responsibilities at any given time.
3. Make every effort to attend District and Department meetings, Conferences and Conventions.
4. Assist your President whenever called upon.
5. Keep the lines of communication open and be a TEAM player.
6. Sign up for the VFW Auxiliary e-newsletter at [vfwauxiliary.org](http://vfwauxiliary.org). It has up-to-date information on many subjects and keeps you connected to VFW Auxiliary National Headquarters. VFW Auxiliary Magazine comes out every other month starting in January and has information, and inspiring and motivating stories. Be sure to share your Auxiliary's story from an event or project with National Headquarters to [info@vfwauxiliary.org](mailto:info@vfwauxiliary.org).

7. Your National Bylaws and Ritual must be the current edition. This will be your go-to book for most of your answers. Take the time to read through and acquaint yourself with the workings of the organization. You can purchase current National Bylaws (known as the Podium Edition: Bylaws and Ritual) from the VFW Store, Digital versions may be downloaded from MALTA.

8. Work discreetly with your incoming Commander, but do not interfere with the current Officers' plans.

9. Each Auxiliary has their own traditions and obligations for Auxiliary Senior Vice-President. Be sure you know and understand what is expected of you.

10. Get to know your membership. Listen to what they have to say.

11. Always remember to say "Thank You" at all times.

12. Share your knowledge and best practices with the incoming Auxiliary Senior Vice-President.

13. Wear a smile and have an upbeat tone in your voice. Remember, we are all volunteers.

## Auxiliary Junior Vice-President

1. MALTA – If you have not already done so, activate your MALTA account by going to [vfwauxiliary.org](http://vfwauxiliary.org) and click on MALTA Member Login. You will need your membership ID number, which can be found on your membership card.
2. Be prepared to represent the President at any given time.
3. Encourage all members to attend District and Department meetings, such as Council of Administration meetings, Conference meetings and Convention. All members in good standing are encouraged to attend all Department and National meetings. Provide dates, places, times and registration information.
4. Assist your President whenever called upon.
5. Keep the lines of communication open and be a team player.
6. Each Auxiliary has their own traditions and obligations for Auxiliary Junior Vice-President. Be sure you know and understand what is expected of you.

7. Your National Bylaws and Ritual must be the current edition. This will be your go-to book for most of your answers. Take the time to read through and acquaint yourself with the workings of the organization. You can purchase current National Bylaws (known as the Podium Edition: Bylaws and Ritual) from the VFW Store, [vfwstore.org](http://vfwstore.org). A digital version may be downloaded from MALTA.

8. Get to know the members in your Auxiliary. Listen to what they have to say.

9. Remember to say “Thank you” at all times.

10. Wear a smile and have an upbeat tone in your voice. Remember, we are all volunteers.

Any  
Questions