

OFFICIAL LOGO OF THE DISABLED AMERICAN VETERANS AUXILIARY

The official logo of the Disabled American Veterans Auxiliary is under a copyright and not to be used by any member or individual, unit, district or state department without permission from the National Headquarters of the Disabled American Veterans Auxiliary.

In order to obtain permission a request must be received at National Headquarters of the Auxiliary stating the following:

1. What it will be used for.
2. Is it a fund raiser to benefit the unit or state department?

If it is a fund raiser was it approved in accordance with the National Bylaws of the Disabled American Veterans Auxiliary?

The logo is not to be used for the personal benefit or income of any individual.

PROTOCOL

Protocol is just another word for good etiquette and procedure. The information that follows are only suggested guidelines and can be tailored to fit your individual function.

1. Usually there is a committee whose members plan and coordinate the activities for a special function. This committee attends to the details and this makes the event run more smoothly.
2. Visiting guest(s) appreciate knowing how you would like them to become involved in your special event. If you have a printed agenda or program, a copy should be sent to the guest(s) in advance. This will allow them to prepare remarks and acquaint them with your scheduled agenda.
3. Upon arrival of guest(s), they may be met by the person in charge of the event or this responsibility can be delegated.
4. Reservations should be made for the guest(s) at a hotel. (This does not mean that those sponsoring the event will have to pay the hotel bill; it just guarantees the availability of a hotel room.)
5. Upon arrival at the hotel, give the guest(s) some time to relax and inform them of the scheduled functions. Escort them to the scheduled functions, and introduce them to members along the way.
6. If your special event includes a luncheon or a banquet, you will need to decide upon the seating at a head table. The "Mistress/Master of Ceremonies" should be seated to the right of the podium. The special guest(s) is seated to their right. Other

participants and officers can be arranged as seating allows.

7. Introduction of local officers should be followed by the introduction of the special guest(s). Acknowledgement of any dignitaries in the audience should be made by name, if possible.
8. If corsages/boutonnieres are to be given for the special event, they should be presented prior to its beginning. They should always be given to both the presiding officer and the guest(s). Other flowers may be given as previously arranged by the committee.
9. If gifts are presented to the guest(s), Mistress/Master of Ceremonies or any other participant, thank you notes should always be sent promptly. The thank you note should mention the occasion and the gift, and should also be sent for any courtesies extended.
10. At the special event, always give credit by introducing the chairman and the committee who planned and worked on the event. Also mention others who may have helped. A little praise and thank you for the work that has been done is always appreciated.

Remember that all the above is not written in stone and should be adapted to your needs. It is important that you treat others as you would wish to be treated. Make them feel comfortable and at ease in the situation. Giving them as much information in advance as possible will help your guests feel comfortable and make your event a success.

THE ABC'S OF PARLIAMENTARY PROCEDURE

- A** is for **AGENDA** – prepare a new Agenda for each meeting, check each order of business as handled and you always know the next order of business.
- B** is for **BYLAWS** – you can't operate without them.
BALLOTS – to choose your officers.
BOARDS – to handle organization administration between meetings.
- C** is for **CHAIRMAN** and **COMMITTEES** – Standing and special which assist in administration.
CONVENTIONS – to bring all members together at end of term of office.
- D** is for **DEBATE** (discussion) – which we use in a gracious manner and for **DUES** which must be paid.
- E** is for **ELECTIONS** – where you use your ballot.
EXECUTIVE SESSIONS – where only members are allowed.
- F** is for The **FLOOR** – how we designate our claim to speak and obtain the floor – who – when – how.
FINANCIAL REPORT – given by the Treasurer.
- G** is for **GAVEL** – used only to open and close meetings. The knowledgeable commander does not juggle it, does not pound it, but uses it graciously and with pride. Passes it on to the next commander and doesn't try to keep a hand on it after leaving office.
- H** is for **HONORARY OFFICERS** – do not have them.
- I** is for **INFORMATION** – ask for it as an incidental motion.
INQUIRY – another incidental motion.
INTRODUCTIONS – learn to give them correctly.
INSTALLATIONS – necessary if it is stated in bylaws.
- J** is for **JOURNAL** – Journal of History and Journal of Minutes.
- K** is for **KINDNESS** – which is the basis of any group activity.
- L** is for **LEADERSHIP QUALITIES** – We can only gain by getting all members to participate.
- M** is for **MOTIONS** – Main motion - 80% of all business is handled by a main motion. Subsidiary motions which help us correct Main and Privileged motions.
MEETINGS – where we get together to make decisions for the organization.
MINUTES – a history that informs the membership what was accomplished.
- N** is for **NOMINATIONS** – and nominations lead to elections.
- O** is for **OFFICERS** and **ORGANIZATIONS**.
- P** is for **PARLIAMENTARY PROCEDURES** – which streamline our meetings.
POLLS – where we vote.
PRESIDENTS and **PRIVILEGES**, and don't forget
PUBLIC COURTESIES.
PROGRAMS, PROTOCOL AND PRAYERS.
- Q** is for **QUESTIONS** – The pending Question which is the motion on the floor and the Question of

Privilege and here again general ranks higher than personal for the organization is bigger than the individual.

QUORUM – don't begin a meeting without one.

R is for **RANK** – in office
RECESS – when we need one
RECOGNIZE – what the Chair does when you rise to speak.
REFER – refer or send to proper committee.
REPORTS – Documentation of activity and progress to be filled out.
RESOLUTIONS – really only Main Motions no matter what you call it.
REVISE – which is what is done to standing rules and bylaws.
RULES – workable, and once learned, they are easy.

S is for **SECONDS** to motions – be quick on this to get the motion on the floor.
SECRETARY – one who keeps the minutes.
SESSION – meeting that is held.
STANDING RULES – motions of continuous effect.

T is for **TABLE** – where we place a motion temporarily. (It does kill a motion.)
TELLERS – who count the votes.
TREASURER – who handles the finances.

U is for **UNFINISHED BUSINESS** – never say old business.
UNANIMOUS VOTE – often stated, but not always correct. You may have a general consent, but a **UNANIMOUS VOTE** is not easy to obtain.

V is for **VICE PRESIDENT** or **Sr. Vice** – one who presides when the

president or commander is absent.

W is for **WITHDRAWN MOTION** – not included in minutes.

X is for **EX-OFFICIO** – by virtue of office or right.
X-RAY – what you should do to your membership to make sure you are growing and not retreating into mediocrity.

Y is for **YOU** – The most important person in your organization.

Z is for **ZERO HOUR** – it's now.

PURPOSE OF INCORPORATION

The purpose of incorporating a unit is to insulate the personal assets of each member in the event the unit is named as a defendant in a lawsuit which could result in monetary damages being awarded to the plaintiff or the estate. If the unit is incorporated, any award resulting from such a suit would be limited to the assets of the unit. In the event the unit is not incorporated, the award of damages as a result of the lawsuit could encompass the personal assets of each and every member of the unit.

When taking into consideration the small cost of incorporating, it really offers you much greater protection than insurance. **However, do not interpret this to mean that we are advising you against having insurance to protect the unit against liability and personal injury claims. Insurance is also a means of protection.**

When incorporating your unit, you must realize that each state has different laws and regulations concerning this procedure. Upon approval by the state department and the national organization of the DAV, the papers must be filed with the Secretary of State's office.

For your information: A unit or auxiliary state department is not automatically covered under the Articles of Incorporation of their parent organization.

DUTIES OF THE NATIONAL EXECUTIVE COMMITTEE MEMBER

A National Executive Committee Member is not a national officer since the member is elected by their district only, but they play an important role in the organization since the National Executive Committee Member is a liaison between the district they represent and the national organization. Their duty is to attend all national executive committee meetings and make decisions on behalf of

the district when required to vote. It is also their responsibility to report back to the district with pertinent information. Below are some of the duties of the National Executive Committee Member:

- Shall help establish new auxiliaries within their district should the Auxiliary State Commander request assistance.
- May submit bulletins for mailing to units within the district. The bulletins should inform members in the district of the dates of conferences, new and different activities being conducted on the various programs of the organization, etc. Bulletins must be received by national headquarters for mailout no later than the 10th of each month.
- Shall attend Fall Conference and the National Convention with any information that may be required, and shall keep the Alternate informed of matters within the district since it is the duty of the Alternate to attend all meetings in the absence of the NEC.
- Shall be given an expense check at Fall Conference to assist in setting up a National District Meeting.
- When authorized by national headquarters to attend a state, district or any other function as the representative, they will receive and must submit a completed travel expense statement as soon as possible after the event. This travel expense statement should only show actual expense incurred such as round-trip air fare or round-trip mileage which cannot exceed air fare, room, meals, tips, parking, etc. Receipts must be presented for all justified expenses. No items of a personal nature such as clothing, dry cleaning, hair, or the expenses of a traveling spouse are to be included. No reimbursement will be given for raffles, etc. If a gift is presented to a state commander it is not to exceed \$15.00. If authorized to be the national representative at a state convention, a

gift will be supplied by national headquarters.

- Prior to the national convention the NEC must compile an annual report and submit it in typewritten form to national headquarters in order that it may be printed and sent out to the units within the NEC's respective district. The report should consist of pertinent information and statistics submitted by the units and any helpful procedures that can be of benefit in communicating from units to states to national headquarters. The NEC is the liaison between state and national headquarters and should be alert for any constructive criticism or ideas. Nothing can be improved upon, nor any problem corrected if no one is aware of the problem. Therefore, the NEC should always be listening for questions that begin with "What if" and "Why can't it be."
- When attending their own state convention they are a delegate, PSC, etc., and not a national executive committee member and, therefore, should not expect more privileges than any other member. If authorized by national headquarters to be the national representative to attend state functions then they would be considered a guest of that state and should act accordingly. The NEC does not express opinions or get involved in controversy within a state when authorized as the representative.
- The title of National Executive Committee Member is not to be used unless authorized on behalf of national headquarters to do so. Example: intraunit disputes, bringing greetings from the national commander, etc.
- The NEC has been elected by a district to represent, to serve, and to do the best job that they can do. A National Executive Committee Member shall never usurp the powers of the State Commander. Remember that good will and understanding is part of this job.

THE ELECTION OF NATIONAL EXECUTIVE COMMITTEE MEMBERS

1. A National Executive Committee Member (NEC) and Alternate are elected to represent each of the twenty-one (21) national districts.
2. The National Executive Committee Member and Alternate are elected for a two (2) year term of office at the district caucuses held at the National Auxiliary Convention.
3. A National Executive Committee Member and Alternate from the odd-numbered districts are elected in the odd-numbered years; and the National Executive Committee Member and Alternate from the even-numbered districts are elected in the even-numbered years.
4. Candidates for NEC's and Alternate NEC's must be present at the district caucus to be elected.
5. Voting for NEC and Alternate NEC is on the same basis as prescribed for voting in the National Convention. In the event of a roll call vote, each District will use the Convention vote list for tabulating votes.
6. Only properly registered delegates are eligible to cast votes at a caucus. The delegate must be able to display the name badge received upon registering at the convention.
7. All NEC's and Alternate NEC's shall be installed by a proper installing officer (Article XIV, Section 2).

QUESTIONS CONCERNING HATS

Unless a woman is a veteran she does not have to remove her hat for the memorial service just as she would not remove her hat when attending church. Only if she were a veteran herself, would she show disrespect by not removing her hat. They may be worn at all Unit and State DAV and DAVA functions, including business meetings. Of course a memorial service is not a business meeting but it is a function that takes place during various times.

PINS ON HATS

National Headquarters does not set policy as to whether pins can or cannot be worn on auxiliary caps. This policy is set by each state department and should be stated in their standing rules.

**PAST NATIONAL COMMANDERS' AWARD
DAVA OUTSTANDING MEMBER OF THE YEAR**

PLEASE TYPE OR PRINT. ALL INFORMATION MUST BE NEAT AND LEGIBLE.

Name of Nominee: _____ **Member Code #** _____

Address of Nominee: Street _____

City _____ **State** _____ **Zip Code** _____

Unit name & number: _____ **Years of continuous membership** _____

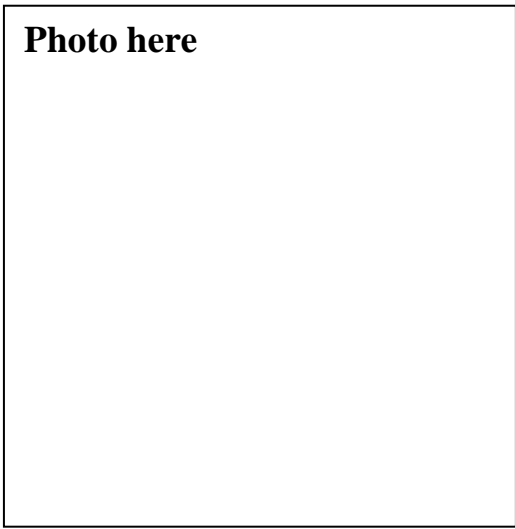
Eligible through: _____

PURPOSE: To recognize the contributions and dedication of an outstanding member of the Auxiliary whose efforts have enhanced the goals of the Auxiliary, the Parent Organization, and has been active in the community since becoming an auxiliary member.

ELIGIBILITY: Any active senior member of the Disabled American Veterans Auxiliary is eligible for this award with the exception of a previous winner of the Past National Commanders' Award, any Past National Commander, or an employee of the DAV and/or Auxiliary. Any member in good standing may sponsor an individual for this award.

Please read instructions thoroughly. The official form has been attached. During the years of membership list the activities, and approximate period of time for each in which the candidate was involved or helped initiate, for the DAV Auxiliary or the Parent Organization. In addition list any outstanding personal achievement and involvement with other community groups, **excluding other veterans' organizations.**

In order to qualify for this award a photograph of the nominee must be attached below.



Name and Address of Sponsor

Unit Name and Number _____

Membership Code: _____

As sponsor I hereby verify that the information submitted is correct.

Sponsor's Signature and Date

This completed form must be submitted to National Headquarters and postmarked no later than March 31, 20XX



DAV Auxiliary Request for Labels

Date _____

State Department of _____ Unit/Chapter # _____

Our unit/chapter/state department is requesting DAV Auxiliary unit mailing labels to be used for the following: *(check all that apply)*

- National at-large** (No charge)
- State at-large** (No charge)
(Specify zip codes. If indicating additional zip codes on reverse side, check here)

- Newsletters, Meeting/Election Notices*** - Per set charge: **Unit \$5.00 / State Dept. - \$25.00.** Number of sets _____
- Fund Raisers*** *(Copy of Chapter/Department permission must be submitted with this request.)* - Per set charge: **Unit - \$15.00 / State Dept. - \$40.00**

*Select Label Format <input checked="" type="checkbox"/>	*Select Label Sequence <input checked="" type="checkbox"/>
<input type="checkbox"/> All Members	<input type="checkbox"/> Member Name
<input type="checkbox"/> Active Members Only	<input type="checkbox"/> Member Code Number
<input type="checkbox"/> Other _____	<input type="checkbox"/> Zip Code

Send labels to:

Name _____

Title _____

Street Address _____

City, State, Zip _____

Telephone Number _____

Please return form and payment (check or money order) to the address listed below.

PLEASE ALLOW 3 WEEKS FOR DELIVERY

DAV Auxiliary
3725 Alexandria Pike
Cold Spring, KY 41076

For Office Use Only

Mail Date _____ Payment Amt. \$ _____ Check # _____ Total Pages _____ Prepared by _____

DISABLED AMERICAN VETERANS AUXILIARY

We, the members of Unit # _____, State Department of _____ have voted to hold a fund raiser on:

Date: _____

Time: _____

Location: _____

Purpose: _____

Type of fundraiser: _____

Does the unit anticipate grossing more than \$5,000? Yes _____ No _____
(If more than \$5,000, the unit must also receive approval from the DAV State Department.)

Is the unit required to sign a contract? Yes _____ No _____
(If requested to sign a contract it must be approved by the DAV State Department and the DAV National Executive Committee.)

Auxiliary Commander

Auxiliary Adjutant

Date: _____

TO THE CHAPTER: Please complete the information below and return to the unit.

Based on the above information, DAV Chapter # _____ State Dept. of _____ hereby gives permission for the auxiliary to hold their fundraiser.

Yes _____ No _____

Chapter Commander

Chapter Adjutant

Date: _____

UNIT: Keep a copy for your file and submit one copy to National Auxiliary Headquarters for their file.



AUTHORIZATION AGREEMENT FOR DAVA DIRECT DEPOSIT
DISABLED AMERICAN VETERANS AUXILIARY
FEDERAL ID NUMBER 84-0505501

I HEREBY AUTHORIZE The Disabled American Veterans Auxiliary National Headquarters to initiate electronic transfer of funds to our account in the depository named below. This authorization is to remain in full force and effect until National Headquarters has received written notification of its termination in such time and in such a manner as to afford National Headquarters and the depository a reasonable opportunity to act on it.

DEPARTMENT/UNIT _____ NO _____

STREET ADDRESS _____

PHONE _____ DATE _____

AUTHORIZED BY _____ TITLE _____

(SIGNATURE)

NOTE: Depending on the type of account you have selected for Direct Deposit, please present either a blank savings account deposit slip or a void check or deposit slip from your account at the time this form is brought to your financial institution for them to complete. This will ensure that the proper account is credited.

THE SECTION BELOW TO BE COMPLETED BY FINANCIAL INSTITUTION

BANK OR SAVINGS & LOAN _____ BRANCH _____

STREET ADDRESS _____ PHONE _____

CITY _____ STATE _____ ZIP _____

ACCOUNT: (SELECT ONE) () Checking (including "Now" account) () Savings

TRANSIT/ABA NUMBER _____	ACCOUNT NUMBER _____
(nine digit number)	
TITLE OF ACCOUNT _____	

SIGNATURE _____
 (Signature of bank employee completing form)

TITLE _____ DATE _____

National Headquarters will continue to provide distribution activity reports along with a notice stating the amount being electronically deposited to the account indicated above.